



VSBA

Virginia School Boards Association

Leadership • Advocacy • Support

School Board Clerk Appreciation Week

February 16-20, 2026



Participation in VSBA initiatives and observances is optional. Any related materials from the Association are shared as suggested ideas and resources for implementation. Member school boards may choose not to participate locally.

School Board Clerk Appreciation Week: February 16-20, 2026

Dear School Board Chairs, Superintendents, and PR Contacts:

We are excited to invite you to join us in celebrating some of the most essential, yet often overlooked, members of our school division leadership teams: our school board clerks. The VSBA Board of Directors is pleased to designate the third week of February as VSBA School Board Clerk Appreciation Week, a dedicated time to honor the invaluable role clerks play in ensuring that school governance remains organized, transparent, and effective.

School board clerks are the steady hands and calm voices who keep our boards functioning smoothly. They manage complex schedules, maintain critical records, prepare and organize meetings, support board members, and serve as a connection point for staff, families, and the community. Their work requires exceptional professionalism, discretion, and unwavering attention to detail. While much of what they do happens behind the scenes, their impact is felt in every aspect of our school division operations.

This year, as school board clerks have continued to navigate evolving expectations, new technologies, and the daily demands of a fast-paced educational environment, their resilience and dedication have been nothing short of inspiring. Clerk Appreciation Week offers a meaningful opportunity for us to pause and express our gratitude for the countless ways they support effective leadership and contribute to student success.

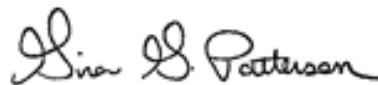
We encourage each school board to officially recognize this special week and to find thoughtful, personal ways to highlight the contributions of your clerk. Inside this guide, you will find resources, sample messages, and celebration ideas to help you make the week memorable. In addition, each superintendent will receive a digital VSBA Certificate of Appreciation to present to their clerk as a token of the Association's sincere thanks.

Let's come together to ensure that our school board clerks feel valued, celebrated, and appreciated, not just during this week, but throughout the entire year.

Warm regards,



Jenny Nichols
VSBA President



Gina Patterson
Executive Director

Tips & Ideas for Celebration

The following ideas are designed to spark creativity and help your division plan meaningful and memorable ways to honor your school board clerks during VSBA School Board Clerk Appreciation Week. If possible, designate a point person to coordinate these activities. This individual can work with the superintendent and school board members to schedule recognition opportunities. Some celebrations may be formal, while others can be fun and uplifting. Feel free to tailor ideas to fit your division's culture.

Official Recognition & Public Acknowledgement

- **Adopt a Proclamation:** Formally designate the third week of February as School Board Clerk Appreciation Week. (A sample proclamation is included in this guide.)
- **Honor at a Board Meeting:** Recognize your clerk during an official school board meeting and present the VSBA Certificate of Appreciation.
- **Spotlight in Division Communications:** Feature the clerk in your division's newsletter, website, or social media channels, highlighting their contributions and commitment.
- **Local Media Feature:** Partner with local newspapers, radio station, or community bulletins to share a story on the clerk's role and impact.

School & Community Engagement

- **Division-wide Participation:** Invite each school within the division to honor the clerk in its own way – cards, posters, morning announcements, or special student-made-gifts.
- **Student Press Conference:** Host a Q&A session with student journalists from each school. Their interviews can be published in school papers or posted online.
- **Public Recognition at Events:** Acknowledge your clerk at a school event such as a concert, game, or assembly, with a public thank-you and brief introduction.

Creative & Personalized Tributes

- **Digital Appreciation Tribute:** Collect short video messages, photos, or thank-you notes from board members, students, and staff. Compile these into a digital slideshow or video to showcase at a meeting or share online.
- **Appreciation Book:** Assemble letters, drawings, and messages of gratitude into a personalized book or binder for the clerk to keep.
- **Student Art & Poetry:** Encourage students to create artwork or poems celebrating the clerk. Display them in the boardroom or on digital platforms.

Celebrations & Tokens of Appreciation

- **Reception or Gift Presentation:** Host a small reception before a board meeting or present a thoughtful gift basket.
- **Office Surprise:** Decorate the clerk's office or workspace with banners, balloons, and handwritten thank-you notes.
- **Appreciation Breakfast or Lunch:** Organize a meal with the superintendent, board members, and staff to celebrate the clerk's contributions.
- **Personalized Gifts:** Consider giving a custom item such as an engraved nameplate, framed certificate, monogrammed planner, or other personalized keepsake.

Sample Proclamation

The VSBA Board of Directors has designated the third week in February as “VSBA School Board Clerk Appreciation Week.” The VSBA encourages all school boards to officially designate the third week in February as “School Board Clerk Appreciation Week” and to adopt the following proclamation. Publicize this action with a press release and in your division newsletter.

WHEREAS, school board clerks in each locality throughout our great Commonwealth are appointed by law to fulfill their duties and responsibilities; and

WHEREAS, school board clerks are responsible for keeping accurate records of the meetings and proceedings of the school board, a record of all receipts and disbursements, and a record of all official acts; and

WHEREAS, school board clerks perform such other duties in connection with the school business of her/his county or city as may be required by the school board; and

WHEREAS, school board clerks maintain frequent contact with the public, including parents, employees and the media, on behalf of the school board and superintendent; and

WHEREAS, school board clerks, in the performance of their duties, are often required to work extra hours attending school board meetings; and

WHEREAS, school board clerks join with school boards to help ensure that students achieve to their highest potential; and

WHEREAS, school board clerks provide an invaluable service for school board members and superintendents, the VSBA Board of Directors does hereby recognize the third week of February as School Board Clerk Appreciation Week in the Commonwealth of Virginia, and

WHEREAS, the _____ School Board joins the VSBA in recognizing the many and varied contributions of school board clerks;

Now, therefore, be it resolved, that at its meeting on the _____ day of _____, the _____ School Board also recognizes the third week of February as School Board Clerk Appreciation Week.

(School Board Chair) (Date)

(School Board Vice-Chair) (Date)



VSBA

Virginia School Boards Association

Leadership • Advocacy • Support

Unless otherwise stated, copyright or similar rights are reserved for all VSBA materials. Written permission of VSBA is required to distribute, adapt, or publish any VSBA materials. Unauthorized use of VSBA materials may violate copyright laws.