



VSBA

Virginia School Boards Association

Leadership • Advocacy • Support

**School Board Clerk Appreciation
Week**

February 13-17, 2023

FEBRUARY 13-17, 2023

SCHOOL BOARD CLERK APPRECIATION WEEK

Dear School Board Chairs, Superintendents, and PR Contacts:

The VSBA Board of Directors has designated the third week in February as VSBA School Board Clerk Appreciation Week, with a goal of building awareness of the role board clerks play in assisting school board members, superintendents, and our local schools. Please plan now to show your local clerks you appreciate their work.

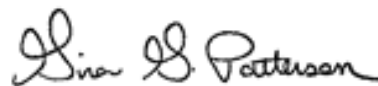
Recognizing local school board clerks for a job well done takes a concentrated effort on the part of all those they serve: school board members, superintendents, administrators, school staff, students, and the community. It is especially important this year to take a moment to thank our school board clerks who have remained attentive and ready to help throughout the barrage of changes. Even though showing appreciation should be a year-round process, taking advantage of the designated VSBA School Board Clerk Appreciation Week assures that these vital employees receive some of the thanks they deserve.

The VSBA encourages all school boards to take the opportunity to acknowledge your local board clerk by officially designating the third week in February as School Board Clerk Appreciation Week. Several resources and suggestions are included in this packet, and superintendents will receive a digital VSBA Certificate of Appreciation for your clerk.

Sincerely,



David Woodard
VSBA President



Gina G. Patterson
Executive Director

TIPS & IDEAS

Following is a list of ideas to help inspire you to creative heights in celebrating VSBA School Board Clerk Appreciation Week. If possible, designate someone to coordinate the appreciation activities. This person should, in turn, contact the school board members and superintendent to schedule events. Some activities may require a more serious approach, while others can be lighthearted and entertaining.

- Designate the third week of February as School Board Clerk Appreciation Week, which also coincides with February being VSBA's School Board Appreciation Month. A sample proclamation is enclosed.
- Honor the school board clerk at an official meeting of the board and present the VSBA Certificate of Appreciation.
- Profile the school board clerk in the employee or division newsletter or on social media.
- Offer the opportunity for each school within the division to honor the school board clerk.
- Have a "student press conference" with the school board clerk and representatives from each school's newspaper in attendance; interviews could then be published.
- Host a reception for the school board clerk prior to a school board meeting, prepare a gift basket to present to the clerk in lieu of a reception.

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)