

Principal Meeting Outline

- I. **Explain** why you are there:
 - A. Your club would like to donate a dictionary to each of their 2nd grade students that they can use in class, then take it home at the end of the school year.
 - B. The author, Janet Caruthers, taught 26 years in Title one schools as a classroom teacher, reading/writing specialist, and Academic Intervention Specialist. She holds an Educational Specialist degree in reading.
 - C. Her heart is with students in Title One schools, who often begin school without the foundational vocabulary that children from more affluent families acquire at home.
 - D. Her mission is to equip these less fortunate students with a **storehouse of words** to use in reading, writing, listening, and speaking - making academic success attainable.
 - E. In addition, you would like to donate Interactive Vocabulary Notebooks called "My Book of Knowledge." The Book of Knowledge concept - created and implemented by Janet - helped a Title One school, Palm River Elementary, improve, from a D to an A in one year.
- II. **Show the two student books** *The Illustrated Dictionary of Everyday Things* and the *Book of Knowledge Interactive Vocabulary Notebook*.
- III. **Give the Principal Information Sheet**. Point out the pictures of students receiving books donated by local Kiwanis and Soroptimist clubs. (You've already covered the first three paragraphs and the information on the back is for his/her information and reference later.)
- IV. **Explain (and show)** that you also will donate the teacher resources *Dictionary Tool Kit* that goes with the dictionaries. These are filled with ideas for integrating the student dictionary into daily routines such as morning bellwork, word walls and literacy centers. **Explain** that the author has a video for the teachers showing how the toolkit can be used to make the new words stick.
- V. **Ask the principal**, "Would you like your 2nd graders to have these two books?"
- VI. If s/he agrees:
 - A. **find out** how many 2nd grade classes are in the school. Ask how many books per classroom s/he recommends, including extras for students who enroll later in the year.
 - B. **let him/her know** you will need a 30 - 45 minute meeting with the teachers to show the "Author's Video to the Teachers" and distribute one copy of each book to them. The meeting will be scheduled after the books are printed - within a month.
 - C. **discuss** distribution to students
 1. The author has made a video to be shown on distribution day BEFORE the books are handed out. Ideally, students should receive their books in their own classrooms.
 2. Club members will be there to lead or assist.
- VII. **Thank him/her**