



READING PUBLIC SCHOOLS

Administration Offices

Robert J. Munnelly, Ed. D.
Superintendent

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Susan Y. Whelple
Interim Assistant Superintendent

October 8, 1992

Mrs. Catherine Hsu
10 Beaver Road
Reading, MA 01867

Dear Mrs. Hsu:

The Reading School Committee, at its October 5, meeting, voted to approve the use of the High School Data Processing area as an office for the Chinese Cultural Collaborative. In exchange for this use, the Reading School Department will receive ten workshops for teachers or students. As you know, the Reading School Committee was pleased to approve this arrangement which will provide benefits to both the youngsters and teachers in the Reading Public Schools and the Chinese Cultural Collaborative. This arrangement will remain in place until August 1, 1993. The

School Committee members enjoyed your slide talk at its meeting last Monday.

In presenting this proposal we developed some understandings; namely that

1. The space issue of Reading Memorial High School will be restudied during this year and any renewal will be worked out in advance of August 1, 1993.
2. There will be no custodial service for the area.
3. Any meetings or business operations which are carried out after the close of school will be done without the school district assuring any special or extra custodial coverage. We are glad to secure the girl's gym entry when custodians are on duty. Special arrangement for other times must be negotiated with Mrs. Savage in my office, who handles facilities rentals.

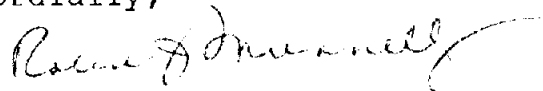
Mrs. Catherine Hsu
October 7, 1992

Reading Public Schools
Page 2

4. Interim Assistant Superintendent Wheltle (and her successor) will be the key contact person for planning Chinese Cultural Collaborative workshops in the Reading Public Schools, and the Assistant Superintendent will have decision-making authority and responsibility.

Together we foresee a strong, positive relationship. Best wishes for success!

Cordially,



Robert J. Munnelly, Ed.D.
Superintendent

RJM:lms

c: Principals
S. Wheltle
M. Lombardo