

# READING PUBLIC SCHOOLS



Harry K. Harutunian, Ph.D.  
Superintendent

# READING MEMORIAL HIGH SCHOOL

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Frank J. Orlando, Principal  
Joseph L. Finigan, Assistant Principal  
Cheryl A. O'Brien, Assistant Principal

TO: Mei Hung  
Chinese Culture

FROM: Frank Orlando *FJO*

RE: Space Utilization

As per our conversation, I would like to include as part of my decision making process some additional information that you should be able to supply regarding the activities of the Chinese Cultural office for Reading students and teachers. Therefore, please forward to my office the following:

1. Copies of all correspondence between the Cultural office and the Reading School Department.
2. Annual schedule of activities/workshops for Reading teachers and students dating back to October, 1992.
3. Records of any charges to Reading and payments from Reading regarding these activities and the use of the office space.
4. Records of any payments to Reading.

This information will be helpful to me as I pursue ways to address the space needs at the high school.