

NORTH COLONIE CENTRAL SCHOOL DISTRICT  
91 Fiddlers Lane  
LATHAM, NEW YORK 12110-5349

December 1, 2022

Chinese Community Center of Capital District of New York, Inc.

11 Avis Drive

Latham, NY 12110

Attention: Yanan Hou

(sent via email: [principal@cccaldany.org](mailto:principal@cccaldany.org))

Dear Mr. Hou:

I am writing in furtherance of Principal Chamberlain's communications with you regarding repeated instances of items being missing from or broken at the School District's Middle School during the school year in connection with your organization's rental of the school's facilities. As you know, Section 2 of the Lease Agreement between the School District and your organization specifically requires your organization to supervise the individuals participating in its programs at all times while they are at the school and that you are not to allow participants to be left alone or unaccompanied in the school at any time. Video surveillance of the school corridors shows that this supervision is not occurring, that children are left unattended, and that children have entered dark and unoccupied rooms without adult supervision in areas of the school that are not being used by your organization. This is unacceptable and is a violation of the Lease Agreement. Please be advised that if this occurs again in the future, the School District may be left with no alternative other than to terminate the Lease Agreement on five (5) days' notice in accordance with Section 13 of the Lease Agreement as a result of your breach of the Lease Agreement.

Thank you for your immediate attention to this matter.

Sincerely,