



Huntington Learning Center Proposal for RFP 2023-24-03 High Impact Tutoring Services

Prepared for:

Mrs. Yolanda Koon
School Business Administrator/Board Secretary
Twp of Union Board of Education
2369 Morris Ave
Union, NJ 07083

Submitted by:

Rajalakshmi Enterprise, Inc.
dba
Huntington Learning Center of Springfield
271G Route 22 East
Springfield, NJ 07081

Represented by:

Nandakumar Vellasamy, Owner
Huntington Learning Center of Springfield
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Mrs. Yoon:

Rajalakshmi Enterprise, Inc. dba Huntington Learning Center of Springfield (herein referred to as Huntington Learning Center or Huntington) is pleased to submit this proposal for High Impact Tutoring Services for Union Township School District. Huntington has reviewed and agrees to be bound by the Terms and Conditions provided in the Request for Proposal.

Huntington Learning Center, founded in 1977, is one of the oldest national providers of supplemental education services in America. It has the experience, expertise, and qualified staff to perform the services outlined in this proposal.

Huntington Learning Center of Springfield provides high quality individualized tutoring and test prep instruction to students in grades K-12. Huntington's instructional methodology and content are based on 46 years of rigorous research and field-testing. Huntington utilizes varied and comprehensive curricula in order to deliver the most effective instruction possible.

For this program, Huntington will provide high impact tutoring to 300 students in 3rd and 4th grade in either ELA or Math at a 4-1 student-teacher ratio. Instruction will be for 60-minute sessions 2-3 times a week for a total of 40 hours. Instruction will take place either in-person at the Springfield center location or online via Zoom after school. The total cost of the program for 333 students is \$458,869.

We are excited about the opportunity to be a part of the team committed to closing educational achievement gaps for Union Township elementary school students.

Sincerely,

Nandakumar Vellasamy, Owner
Huntington Learning Center of Springfield

I. Background Questions

- a. Organization description: Huntington’s mission is to give every student the best education possible. We offer high-quality, research-based, supplemental educational testing and instruction in ELA, writing, mathematics, study skills, test prep, and homework help. Huntington focuses on filling gaps in students’ knowledge and building critical skills that act as a foundation on which students will continue to build. With over 45 years of experience, Huntington has built a history of excellence by providing high-quality instruction to thousands of students. Huntington Learning Center of Springfield has been accredited by Middle States Association as a supplemental education provider since 1997.
- b. Huntington Learning Center is not applying as a consortium.
- c. Organization website: <https://www.huntingtonhelps.com/center/Springfield>
- d. Organization type: Huntington Learning Center of Springfield is a for-profit, independently owned franchise business.
- e. Huntington Learning Center of Springfield has been tutoring students since 1996.
- f. Huntington Learning Center of Springfield tutors 120 students in a typical year.
- g. Huntington Learning Center of Springfield currently employs 11 tutors.
- h. Huntington’s approach to expand to support the tutoring of 1,000 to 10,000 or more students: Huntington Learning Center of Springfield has access to a multitude of hiring options that will allow for the expansion of our already robust tutor pool. For more details, please refer to the evidence of tutor recruitment, training, and instructional materials in the Capability, Capacity, and Qualifications of the Vendor section.
- i. Organization recruitment and training to support the New Jersey High Impact Tutoring program: Huntington Learning Center of Springfield is an accredited tutoring provider. For more details, please refer to the evidence of tutor recruitment, training, and instructional materials in the Capability, Capacity, and Qualifications of the Vendor section below.
- j. Huntington Learning Center of Springfield operates in Springfield, NJ in Union County.
- k. Huntington Learning Center of Springfield will provide tutoring in-person, online, or hybrid.

II. Capability, Capacity, and Qualifications of the Vendor

- a/d. Evidence of prior successes in tutor recruitment, training, and/or instructional materials for tutoring, including supporting artifacts: As part of our training program, all tutors are instructed in techniques and procedures for working with diverse and unique student populations and receive ongoing training to ensure that these valuable skills continue to be developed. With Huntington’s individualized instruction approach, this training ensures that diverse and unique student populations receive services tailored to their academic needs.

Before instructing students independently, new tutors are observed by center directors. Once trained, all tutors are observed regularly. Observations are designed to monitor a tutor’s effectiveness in connecting the student’s Huntington program with school goals and content. Additional training is scheduled if necessary.

Tutor professional development is required monthly to provide tutors with ongoing training and support, provided by Huntington’s Educational Development Department. During these meetings, Huntington provides best practices for instruction and reviewing the Huntington model.

Tutors receive ongoing training and information to ensure their continued professional development. Additionally, the Corporate Training Department creates eLearning modules on specific topics available to all staff and addresses all Huntington Program areas. Currently, over 200 modules exist to help prepare tutors. These modules are available to those who wish to participate, allowing center staff access to a “refresher” in the content area of their choice whenever necessary.

- b. Previously provided high-impact tutoring programs: Huntington Learning Center has provided multiple programs in the past three years that align with the high-impact model. The following are recent examples:

- Huntington Learning Center of Englewood and Englewood Public School District
Huntington provided ELA, Math, SAT test prep, and ACT test prep instruction as a summer program to 180 students in grades 3-12 at a 1:1 student-teacher ratio for 50 hours. Below is a chart of average score increases and program highlights:

Subject	Average Increase
STAR ELA Assessment	+0.75 grade levels
STAR Math Assessment	+0.9 grade levels
Sight Word Level	+1.4 grade levels
ACT overall score	+2.5 points
SAT overall score	+110 points

- Huntington Learning Center of Fort Collins and Weld Re-4 District
Huntington provided targeted ELA instruction to students in grades K-7 and targeted math instruction to students in grades 7-10 at a 1:1 student-teacher ratio for 60 hours. Below are results for students who recently completed a mid-program assessment, and one student who recently completed a post-program assessment:

60 Hours	Average Percentile Score	Average Grade Level Equivalent
ELA	+ 18 points	+ 1.1 grade levels
Math	+ 11 points	+ .9 grade level

- Huntington Learning Center of Skokie and District 65
Huntington provided targeted ELA and math instruction to students in grades 4-8 at a 1:1 student- teacher ratio for 48 hours, using ESSER funds. Below are results for students who completed a post- program assessment:

48 Hours	Average Percentile Score	Average Grade Level Equivalent
ELA	+23 points	+ 2.1
Math	+17 points	+ 1.3

- Huntington Learning Center of the Bronx and Bronx Charter School for Excellence
 Huntington provided targeted ELA and math instruction to students in grades K-8 at a 1:1 student- teacher ratio for 48 hours of instruction and 63 hours of instruction. Below are results for students who completed a post-program assessment:

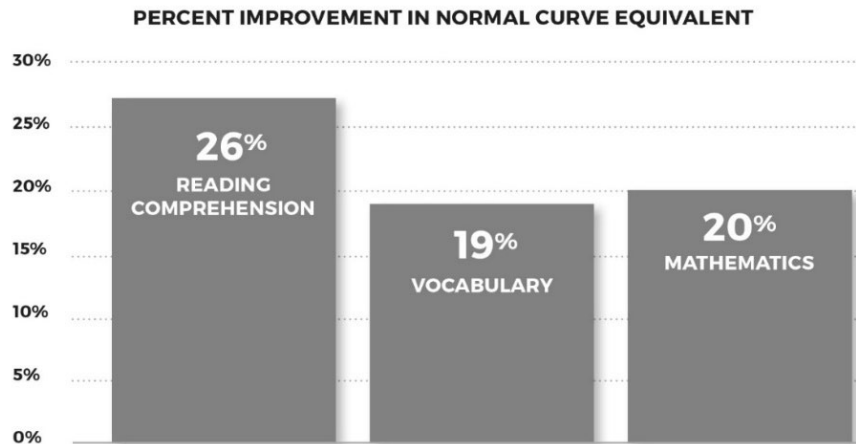
48 Hours	Avg Percentile Score	Avg Grade Level Equivalent	63 Hours	Avg Percentile Score	Avg Grade Level Equivalent
<i>ELA</i>	+22 points	+ 0.6	<i>ELA</i>	+37 points	NA*
<i>Math</i>	+20 points	+ 0.6	<i>Math</i>	+82 points	+ 3.6

*Students are below grade 2. GLE scores are not available below grade 2 for Scantron Performance Series.

- c. Program evaluations that demonstrate a positive impact on student achievement:

In 2017, Policy Studies Associates (PSA), a firm specializing in research and evaluation in education and youth development, analyzed the test scores of students who participated in Huntington tutoring programs. The test scores were based on those who completed the California Achievement Test, 5th edition (CAT/5), a nationally normed standardized assessment with batteries covering reading comprehension, vocabulary, and mathematics. Students were tested at the commencement of the tutoring program and again after completing 50 hours of tutoring.

From its analyses, PSA concluded that “the average participant in the Huntington Learning Center tutoring programs achieved substantial gains in all three areas: reading comprehension, vocabulary, and mathematics.” PSA found that students increased their performance by 26% in reading comprehension, 19% in vocabulary, and 20% in mathematics after completing a total of 50 hours of tutoring at Huntington Learning Center, as shown in the following chart. Huntington converted from the California Achievement Test to Renaissance Star in 2022.



The Chicago Public School System’s report entitled “2007 Supplemental Educational Services Program: Year 4 Summative Evaluation” concluded that Huntington students “demonstrated significantly greater reading achievement gains than students eligible for [Supplemental Education Services] that did not participate” (Curtin J. Hones, PhD., Chicago Public Schools, Office of Research, Evaluation and Accountability). The study, which reported student reading gains among 25 providers, ranked Huntington first in face-to-face tutoring overall, with 49% greater gains in student achievement than would have been expected among students who had not received tutoring.

The Los Angeles Unified School District’s 2008 report entitled “Five Years of Supplemental Educational Services in LAUSD: Participation and Impact on Student Achievement” discussed the correlation between student attendance at an SES program and performance on California Standards Test (CST).



The study concluded that the number of students who “Attended” or had “High Attendance” at Huntington surpassed most, if not all, of the other service providers in student ELA “Value, Added Scores” on the CST.

In Cleveland, Ohio, where all districts are required to provide a detailed evaluation of SES providers to the Ohio Department of Education, the 2007–2008 report entitled “Supplemental Educational Services Effectiveness Report” gave Huntington an overall score of 54 out of a possible 57 points, placing it in the highest category of “Effective,” within a range of 40–57.

In the “2006–2007 SES Preliminary Evaluation Report by the Indiana Department of Education,” Huntington Learning Center received a “Grade A” in Service Delivery and a “Grade A-” in “Customer Satisfaction” in serving 98 students in the MSD Shakamak, Monroe City Community School Corp. and Spencer-Owner Community Schools.

In Kentucky’s 2006–2007 report entitled “Evaluation of Supplemental Educational Services: Student Achievement Analysis in Jefferson County Public Schools,” Center for Research in Educational Policy, Memphis, TN, January 2008, Huntington was found to have a positive trend in mathematics. In reading, Huntington was the only provider out of the 17 providers that served 15 students or more to demonstrate significant positive effects.

- e. State or local education agencies that Huntington Learning Center has partnered with in the past five years: Please refer to **Attachment N** for a full list of past programs.
- f. References:
 1. Pam McNeil, 125 Goldsmith Ave Newark, NJ 07112 (908)875-1765, Supplemental Services
 2. Meghani Futani 21 Clydesdale Rd Scotch Plains, NJ 07076 (908)-812-5373, Supplemental Services
 3. Monica Dec 64 Skyline Drive Millington, NJ 07946 (908) 604-0323
- g. Huntington Learning Center of Springfield can accommodate 300 students and an unlimited number of schools. Please refer to the Implementation Plan below for more details. Huntington Learning Center of Springfield can serve any of the surrounding districts.
- h. Huntington Learning Center of Livingston is not working as a consortium of organizations.

III. Work Plan

a/b. To carry out the objectives and requirements of tutoring services outlined above, Huntington Learning Center of Springfield proposes the following work plan:

Program Terms Summary

Grade levels served	3-4
Subjects instructed	ELA and Math; students will be instructed in one subject
Location of service	In-person at the Springfield center location or online
Program dates	January 1, 2024-August 31, 2024
Student assessment	Pre-program and post-program student evaluation, including standardized nationally normed assessment (Renaissance Star)
Student-teacher ratio	4-1
Length per session	60 minutes

Program Terms Summary (cont'd)	
Session frequency	2-3 sessions per week
Program length	40 hours per student
Time of service	After school
Student seats	333 students; Huntington may accommodate additional seats in coordination with UTBOE with prior notice as needed.
Attendance policy	Scheduled sessions are charged regardless of student attendance. Makeup sessions are not permitted.
Payment method and frequency	Huntington will invoice UTBOE monthly for scheduled services from the prior month. UTBOE will remit payment to Huntington within 30 days of receipt.

Implementation Plan

1. Huntington will coordinate with Union Township Board of Education (UTBOE) to instruct grade 3-4 students from January 2024 to August 2024. Huntington Learning Center of Springfield can accommodate 333 students for the program. Huntington's target kickoff date for the program is January 8th, 2024.
2. UTBOE will identify students for instruction and coordinate referral with the parent. UTBOE and/or the parent will provide a student roster to Huntington 10 business days prior to program kickoff. With parent's permission, student roster information will include, but is not limited to, student's name, age, grade, school performance indicators such as report card grades and state assessment scores, and IEP- or 504-designated accommodations if applicable.
3. Huntington will administer a pre-program assessment (Academic Evaluation) to all students on designated evaluation days, scheduled in coordination with UTBOE. The Academic Evaluation for Mathematics and Language Arts is approximately two hours, including a nationally normed standardized test. Huntington will group students and design a learning plan for student groups based on the results.
4. Huntington will provide student Academic Evaluation results and learning plans to UTBOE prior to start of instruction.
5. Huntington teachers will provide targeted instruction to students in a ratio of 1-1, per the schedule determined by UTBOE and Huntington. Teachers will instruct 60-minute sessions three times a week in either ELA or Math for a total of 54 hours per student. Instruction will take place during Huntington's hours of operation:
 - Mon-Thurs: 11:00am-8:00pm
 - Fri: Closed
 - Sat: 9:00am-3:00pm
 - Sun: closed
6. Huntington will submit a monthly invoice for all scheduled services from the prior month. UTBOE will remit payment within 30 days of invoice receipt.



7. Huntington will submit reports monthly via email to UTBOE to provide an update about student progress and learning plans. Reports will include:
 - Student name, grade, and subject(s) of instruction
 - Attendance
 - Student test scores
 - Summary of instruction since last report
8. Huntington will administer a post-program assessment using Renaissance Star, a nationally normed standardized test, to measure student growth.
9. Huntington will provide a summary report at the conclusion of the program to UTBOE. The report will include:
 - Average score increases, including percentile and grade level equivalent
 - Student name, grade, and subject(s) of instruction
 - Attendance by student
 - Starting and ending test scores by student
 - Overall summary of instruction

c. Grade spans and subjects for which tutoring services will be offered:

Content	Grades	Offering tutor recruitment?	Offering tutor training?	Offering instructional materials?
ELA	K-12	Yes	Yes	Yes
Math	K-12	Yes	Yes	Yes

d. Briefly describe how your tutoring will be accessible to multilingual learners (English language learners) and students with disabilities.

Huntington Learning Center hires bilingual tutors when available, allowing for multilingual students to approach tutoring goals comfortably within their native tongue. Additionally, Huntington Learning Center has additional training to help tutors navigate student’s individual needs via any IEP or 504 plan.

e. Plans to ensure appropriate oversight of the tutoring experiences offered:

- During the school day (at LEA location): Huntington will provide an onsite supervisor where possible or designate a head teacher from the tutoring staff to monitor instruction. The LEA is responsible for supervising students prior to and at the conclusion of tutoring sessions.
- After school/on weekends (at center location): Huntington administers instruction on an open floor plan or in 1-1 rooms with windows for supervision of students. Administrative staff periodically observe the teaching floor during instruction.
- Virtually (on Zoom): Huntington, with permission from the student’s caregiver, records all tutoring sessions. Administrative staff periodically monitor instruction quality and supervision of students.

IV. Approach/Methodology

a. Huntington’s approach to tutoring services: Our proprietary instructional approach and research-based online curricula permit us to support a wide range of instructional needs, providing supplemental ELA and math intervention through customized programs for all students, including students with specialized needs.



Huntington administers the Huntington Math Placement Exam (HMPE), a comprehensive math assessment that measures the student's math skills through the current grade level in school. This allows us to pinpoint the student's instructional level, group students into appropriate learning groups, and develop a learning plan for each group.

Huntington also uses a standardized achievement test, Renaissance Star Assessment, as an assessment tool to ensure content validity and eliminate cultural bias from the test items. Star Assessment is administered prior to beginning instruction and again at the end of the student's program. This is done to assess overall progress.

We provide the district with a written report including, but not limited to, student attendance and student assessment results in the form of a summary report at the end of the program.

- b. Huntington Learning Center of Springfield can support 200 students and 5 schools, following the Implementation Plan as outlined above.
- c. Based on the LEA's student population and instructional needs, Huntington will recruit tutors with aligning skillsets. Huntington will place recruiting ads specifying the qualifications required, including online sites such as Indeed and in-person recruitment such as flyer placement and a referral program for current tutors.
- d. Tutor types that Huntington will recruit and provide to LEAs: All employees at Huntington Learning Center must undergo a criminal background check and thorough reference check. Background checks include checking the individual's information against national and state criminal databases and the national sex offenders' databases. All such background checks are completed before individuals have initial contact with students. All applicants are required to complete a W-2 form in addition to the Huntington employment application.

All teachers must hold a minimum of a bachelor's degree. Many of our teachers hold advanced degrees and credentials, usually in education.

All our tutors are provided with the proper training necessary to ensure that instruction is always offered effectively. As part of our training program, all teachers are instructed in techniques and procedures for working with diverse and unique student populations and receive ongoing training to ensure that these valuable skills continue to be developed. Together with Huntington's customized instruction approach, this training ensures diverse and unique student populations receive services tailored to their individualized academic needs.

- e. Huntington's training schedule for tutors: Huntington requires that all tutors complete Initial Teacher Training. Non-certified teachers are also required to complete the Huntington Teacher College certification, approximately 15 additional hours, in addition to Initial Teacher Training.

The eLearning modules associated with Initial Teacher Training require approximately nine hours of viewing time, ensuring that all staff are provided with consistent information on the teaching procedures of our program.

Training for non-certified Verbal or Math teachers, including viewing eLearning modules and shadowing other teachers, is approximately 13 hours. Training for non-certified 1:1 teachers, including viewing eLearning modules and shadowing other teachers, is approximately 14 hours.

- f. Huntington will coordinate with LEAs in the center's area to determine interest in partnering for a tutoring program. Huntington will design a program based on the LEA's needs and requirements.



g. Tutoring curriculum alignment with NJSL and research-based instructional strategies:

Huntington’s program uses a multitude of instructional materials. We employ research-based, varied, comprehensive curricula and instructional materials to deliver instruction designed to meet New Jersey’s Student Learning Standards. Huntington uses over 120 different ELA programs across 34 different skill sets.

ELA Instruction: Huntington’s instructional methodology in ELA aligns with the findings of the National Reading Panel. This Panel found that a combination of phonemic awareness, phonics, fluency, guided oral reading, vocabulary, and reading comprehension strategies effectively teaches students how to read. We emphasize phonics, phonemic awareness, reading fluency, vocabulary, and reading comprehension strategies.

Math Instruction: We developed our Math program using many leading materials and grounded in scientifically based research. These include Principles and Standards for School Mathematics (April 2000) by the National Council of Teachers in Mathematics, Third International Mathematics and Science Study (TIMSS), Principles and Standards of School Mathematics (NCTM, 2000), and the National Assessment of Educational Progress Mathematics Framework (NAEP, 2005).

We integrated research-based curricula designed for teaching remedial or functional mathematics in grade 1 through 12. Many of the manipulative resources we utilize allow students to build skills such as hand-eye coordination, basic math concepts such as counting and computation, and the representation of size and quantity. Students in all grades expand their computation skills and are challenged to apply their prior knowledge and experience in new and more difficult situations.

Student learning plans are assessed on a continual basis in order to monitor program efficacy and to make necessary program adjustments through numerous indicators. These include documentation of student performance, progress, and observations during each tutoring session; curriculum post-tests and standardized achievement tests; mid-program progress reports; and the solicitation of feedback from teachers on the student's performance in school. Daily progress is recorded in Navigator, Huntington’s electronic student progress record.

V. Cost Proposal

Component	Center Base Pricing	Contract Pricing
Academic Evaluation fee	\$195	Waived
Registration fee	\$90	Waived
4-1 hourly instruction rate	\$70	\$34.45
Cost per student (40 hours)	\$3,085	\$1,377
Program cost total (333 students)	\$925,500	\$458,869

Cost per student is inclusive of all program costs. These include the following:

- Curriculum and instructional material
- Academic Evaluation and subsequent student testing
- Progress reports and conferences with the district and the parents
- Teacher and supervisor salary
- Teacher training
- Administrative duties



Attachments

Attachment A. Acknowledgement of Addenda

[Placeholder]



Attachment B. Affirmative Action Questionnaire

[Placeholder]



Attachment C. Certificate of Employee Information Report (AA-302)
[Placeholder]



Attachment D. Chapter 271 Political Contribution Disclosure Form
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Attachment E. Disclosure of Investment Activities In Iran Form
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Attachment H. Contractor/Vendor Questionnaire Certification
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**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES**

FILING CERTIFICATION (CERTIFIED COPY)

**RAJALAKSHMIK ENTERPRISES, INC.
0450509755**

I, the Treasurer of the State of New Jersey, do hereby certify, that the above-named did file and record in this department the below listed document(s) and that the foregoing is a true copy of the formation certificate as the same is taken from and compared with the original(s) filed in this office on the date set forth on each instrument and now remaining on file and of record in my office.



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and
affixed my Official Seal
7th day of July, 2020*

A handwritten signature in black ink, appearing to read "Elizabeth Maher Muoio".

*Elizabeth Maher Muoio
State Treasurer*

*Certificate Number : 4106619248
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp*

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES

CERTIFICATE OF INC, (PROFIT)

RAJALAKSHMIK ENTERPRISES, INC.
0450509755

The above-named DOMESTIC PROFIT CORPORATION was duly filed in accordance with New Jersey State Law on 07/07/2020 and was assigned identification number 0450509755. Following are the articles that constitute its original certificate.

- 1. Name:**
RAJALAKSHMIK ENTERPRISES, INC.
 - 2. Registered Agent:**
NANDAKUMAR VELLASAMY
 - 3. Registered Office:**
28 KATE LANE
METUCHEN, NEW JERSEY 08840
 - 4. Business Purpose:**
HUNTINGTON LEARNING ACADEMY
 - 5. Duration:**
PERPETUAL
 - 6. Stock:**
1000000
 - 7. Effective Date of this filing is:**
07/07/2020
 - 8. First Board of Directors:**
NANDAKUMAR VELLASAMY
28 KATE LANE
METUCHEN, NEW JERSEY 08840
 - 9. Incorporators:**
LAURA MOYER
1180 WELSH RD STE 280
NORTH WALES, PENNSYLVANIA 19454
 - 10. Main Business Address:**
28 KATE LANE
METUCHEN, NEW JERSEY 08840
- Signatures:**
LAURA MOYER
INCORPORATOR

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES

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**RAJALAKSHMIK ENTERPRISES, INC.
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1180 WELSH RD STE 280
NORTH WALES, PENNSYLVANIA 19454
 - 10. Main Business Address:**
28 KATE LANE
METUCHEN, NEW JERSEY 08840
- Signatures:**
LAURA MOYER
INCORPORATOR

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DIVISION OF REVENUE AND ENTERPRISE SERVICES

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Elizabeth Maher Muoio
State Treasurer



RAJAENT-01

WALTOWE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Toledo 811 Madison Ave. Toledo, OH 43604	CONTACT NAME: Wendy Stanley PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: Wendy.Stanley@Hylant.com
INSURER(S) AFFORDING COVERAGE	
INSURED	NAIC #
Rajalakshmi Enterprises, Inc. dba Huntington Learning Center 271G US- 22 Springfield, NJ 07081	INSURER A : Philadelphia Indemnity Ins Co 18058 INSURER B : Hartford Insurance Pool 00914 INSURER C : _____ INSURER D : _____ INSURER E : _____ INSURER F : _____

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse & Molestation <input checked="" type="checkbox"/> A&M \$1M Occ/\$2M Agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: _____			PHPK2479586	10/28/2022	10/28/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 _____ \$ _____
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2479586	10/28/2022	10/28/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ _____ \$ _____
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB837552	10/28/2022	10/28/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 _____ \$ _____
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	45WECAJ3RB5	10/28/2022	10/28/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	EPLI			PHSD1746174	11/5/2022	11/5/2023	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Policy includes blanket Additional Insured when required by written agreement, subject to policy provisions.

Effective 12/15/2021- updated employers liability limits from \$500k to \$1m

Certificate holder is an Additional Insured/Grantor of Franchise in regards to covered locations: 271G US- 22, Springfield, NJ 07081 and effective 05/02/2022- 2791 Richmond Ave, Staten Island, NY 10314

CERTIFICATE HOLDER**CANCELLATION**

Huntington Learning Centers, Inc. 496 Kinderkamack Rd. Oradell, NJ 07649	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 main columns: PRODUCER (Hylant - Toledo) and INSURED (Rajalakshmi Enterprises, Inc. dba Huntington Learning Center). Includes contact info for Wendy Stanley and a list of insurers (Philadelphia Indemnity Ins Co, Hartford Insurance Pool).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main coverage table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Lists policies for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Policy includes blanket Additional Insured when required by written agreement, subject to policy provisions.

Effective 12/15/2021- updated employers liability limits from \$500k to \$1m

GGP Staten Island Mall, LLC, Brookfield Properties Retail Holding LLC, Brookfield Properties Retail Inc. and Brookfield Property Partners LP are included as Additional Insureds in regards to the General Liability when required by written agreement, subject to policy provisions.

CERTIFICATE HOLDER CANCELLATION

Table with 2 columns: CERTIFICATE HOLDER (Staten Island Mall, LLC) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Includes signature of Nicholas R. Hylant).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Toledo 811 Madison Ave. Toledo, OH 43604	CONTACT NAME: Wendy Stanley PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: Wendy.Stanley@Hylant.com
	INSURER(S) AFFORDING COVERAGE
INSURED Rajalakshmi Enterprises, Inc. dba Huntington Learning Center 271G US- 22 Springfield, NJ 07081	INSURER A : Philadelphia Indemnity Ins Co NAIC # 18058
	INSURER B : Hartford Insurance Pool 00914
	INSURER C :
	INSURER D :
	INSURER E :
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse & Molestation <input checked="" type="checkbox"/> A&M \$1M Occ/\$2M Agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2479586	10/28/2022	10/28/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2479586	10/28/2022	10/28/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB837552	10/28/2022	10/28/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	45WECAJ3RB5	10/28/2022	10/28/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Special Form/RC			PHPK2479586	10/28/2022	10/28/2023	Blkt BPP limit 340,000
A	EPLI			PHSD1746174	11/5/2022	11/5/2023	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Policy includes blanket Additional Insured when required by written agreement, subject to policy provisions.

Effective 12/15/2021- updated employers liability limits from \$500k to \$1m

Tandem Finance Inc. and its assignees are loss payee in regards to the insured's equipment, furniture, fixtures and equipment at the following location: 2791 Richmond Ave, Staten Island, NY Contract Number: 392588

CERTIFICATE HOLDER Tandem Finance Inc. c/o ALI 654 Amherst Road, Suite 320 Sunderland, MA 01375	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



Attachment K. Full List of Huntington Programs

LEA Name	Years of Contract	Services offered	Brief Description	Terminated Early?
Troy School District	3/2023	Tutoring	1-1 Reading and Math instruction for district students	No
Plymouth-Canton Community Schools, MI	2/2023	Tutoring	Reading and math instruction for grade 1-8 students	No
Northwest Local School District, OH	2/2023	Tutoring	Reading instruction for grade 3 students	No
Yeshiva University High School for Boys, NJ	2/2023	Tutoring	SAT prep instruction for grade 11 students	No
Cowlitz Indian Tribe Youth Services	2/2023	Tutoring	Reading and Math instruction for CITYS students	No
North College Hill High School, OH	1/2023	Tutoring	Math instruction for high school students	No
Metropolitan School District of Lawrence Township, IN	12/2022	Tutoring	Phonics and reading instruction for grade 3 and 5 students	No
Long Branch High School, NJ	11/2022	Tutoring	Reading and math intervention for grade 1-5 students	No
Ascend Services NY, Inc	11/2022	Tutoring	One-on-one instruction for students subsidized by Medicaid	No
James N Gamble Montessori, OH	11/2022	Tutoring	Math instruction for middle school students	No
Lifestyles of Maryland: Services for Life, MD	11/2022	Tutoring	Reading and math support for homeless and transitional housing students	No
Charles County Youth In Transition, MD	10/2022	Tutoring	Tutoring for homeless and foster care students	No
Beacon Place Community Center, IL	10/2022	Tutoring	Reading and math tutoring for grade 7-9 students	No
South Pasadena School District, CA	9/2022	Tutoring	Individualized instruction for special education students	No
Northwest Local School District, OH	8/2022	Tutoring	Reading program for students in 2 nd grade	No
Cowlitz Indian Tribe Healing of the Canoe, WA	7/2022	Tutoring	Homework help for youth engaged with CITHC	No
Lucas County Child Services, OH	7/2022	Tutoring	Reading, math, and test prep services for K-12 students	No
NOVA National Council of Negro Women, VA	7/2022	Tutoring	Reading and math summer enrichment program	No
Coastal Georgia Community Action Authority, VA	6/2022	Tutoring	Reading and math summer enrichment program	No
Bronx Charter School for Excellence, NY	6/2022	Tutoring	Reading and math summer tutoring for K-8 students	No
Rumson-Fair Haven High School, NJ	6/2022	Tutoring	Reading, math, and test prep summer programs for Title I students in grades 9-12	No
St Mary Catholic School, TN	6/2022	Tutoring	Reading and math supplemental services for K-8	No
Simsbury High School, CT	6/2022	Tutoring	Reading and math tutoring for homebound students	No
Region 18, TX	6/2022	Tutoring	Reading, math, and test prep intervention services	No



LEA Name	Years of Contract	Services offered	Brief Description	Terminated Early?
Waller Independent School District, TX	5/2022	Tutoring	K-12 Provider for reading, math, and test prep services	No
Charles County Public School District, MD	2/2022	Tutoring	Reading and math tutoring for Title I K-5 students	No
Brandywine School District, DE	1/2022	Tutoring	After-school reading and math tutoring program for 5 th -grade special education students	No
Franklin D Roosevelt Elementary, OH	1/2022	Tutoring	Reading program for students in grades 4-6 enrolled in the Boys and Girls Club.	No
Pleasanton Unified School District, CA	1/2022	Tutoring	Early literacy tutoring for K-2 students and math tutoring for 6-8 students	No
Richmond Heights School, OH	1/2022	Tutoring	Reading tutoring program for students in grades 3-4	No
Weld RE-4, CO District	1/2022	Tutoring	K-11 learning loss tutoring program in reading and math and grade 12 SAT or ACT prep program	No
Gwinnett County, GA Public Schools District	9/2021	Tutoring	Tutoring provider for Reading and Math services	No
West Elementary School, Gulfport, MS	9/2021	Tutoring	Title I ELA support services for K-2 students in the bottom 25% of state test scores	No
Diocese of Knoxville, TN	8/2021	Tutoring	Reading and math support for students in grades K-8	No
Harris County, TX Juvenile Probation Department (Houston)	6/2021	Tutoring	Tutoring and test prep for students referred by department	No
District 102, LaGrange, IL (Chicago)	6/2021	Tutoring	Summer academic support for K-8 students	No
District 65, Skokie, IL (Chicago)	6/2021	Tutoring	Summer academic support for K-8 students	No
Indiana Department of Education (Indianapolis)	5/2021	Tutoring	Phonics and reading support for grades 3-6 students	No
Houston Independent School District, TX	3/2021	Tutoring	Math support for students in grades 9-12	No
Health Opportunities High School, NYC District 7	3/2021	Tutoring	20-hour SAT prep course for 25 students	No
Stillwater District, MN	9/2020	Tutoring	Support for special education students in grade 2	No
Hennepin County, MN (Minneapolis)	9/2020	Tutoring	Academic support for K-12 students	No
NYC DOE Impartial Hearing Office	1/2020	Tutoring	Compensatory instruction for students whose schools failed to provide a free and appropriate public education	No