



## Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered on 12/8/2023 by and between Township of Union Board of Education (herein referred to as "TUBOE") and Nandakumar Vellasamy, Owner Rajalakshmik Enterprise, Inc. dba Huntington Learning Center of Springfield (herein referred to as "Huntington").

This MOU sets the terms and understanding between TUBOE and Huntington to provide High Impact Tutoring program by undertaking the following terms:

<b>Grade level served</b>	3-4 <sup>th</sup>
<b>Location of service</b>	Huntington Learning Center of Springfield
<b>Number of students</b>	333 Two cohorts of: 160 students January-April and 172 students May-August
<b>Student-teacher ratio</b>	4:1
<b>Program dates</b>	January 1, 2024 – August 31, 2024
<b>Subject areas</b>	Reading and Math
<b>Student assessment</b>	Huntington will administer the following assessments: <ul style="list-style-type: none"> <li>• Renaissance Star Reading</li> <li>• Renaissance Star Math</li> <li>• Huntington Math Placement Test</li> <li>• Huntington Sight Word Assessment</li> </ul> Huntington will administer the Renaissance Star Assessment to measure student growth after the last date of instruction.
<b>Length per session</b>	1 hour
<b>Frequency of service</b>	3 sessions per week
<b>Time of service</b>	After school and weekends
<b>Program length</b>	40 hours (14 weeks)
<b>Academic Evaluation fee</b>	0.00
<b>Registration fee</b>	0.00
<b>Hourly rate</b>	\$34.45
<b>Cost per student seat</b>	\$1,377
<b>Total program cost</b>	\$458,869
<b>Payment method and frequency</b>	Huntington will submit an invoice to TUBOE for instruction provided in previous month by the 5 <sup>th</sup> of the following month. TUBOE will remit payment within 30 days of receiving invoice.
<b>Attendance policy</b>	All scheduled sessions are charged regardless of student attendance. Makeup sessions are not permitted.



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<b>School provisions</b>	TUBOE will provide a student roster to Huntington 10 business days before the start of the program, by January 15, 2024. Roster will provide relevant student information, including but not limited to first and last name, grade, and contact information for parents/guardians.
<b>Reporting</b>	Huntington will provide a summary report to TUBOE at the conclusion of the program, including student attendance, starting Star Assessment scores, and ending Star Assessment scores.
<b>Acknowledgements</b>	TUBOE acknowledges that Huntington's recommendation for Reading and Math instruction is a minimum of 50 hours for students to make substantive improvement. The agreed-upon 40 hours of instruction per subject may lead to smaller gains in student growth.
<b>Additional services</b>	Parents who wish to continue instruction after participating in the tutoring program at TUBOE may enroll at the center, with a discount on center services.

### Term and Termination

This MOU may be modified by mutual consent of authorized officials from TUBOE and Huntington. This MOU will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on 8/31/2024.

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Print name

Signature

Date

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Print name

Signature

Date