



October 11, 2023

Reach Cyber Charter School
Joshua Hicks
Federal Programs Manager
750 East Park Drive #204
Harrisburg, PA 17111

Subject: Proposal for Virtual Tutoring Program for the Academic Year 2023-2024

Dear Mr. Hicks,

I hope this letter finds you well. I am writing on behalf of Huntington Learning Center to formally present our proposal for a collaborative virtual tutoring program aimed at enhancing the academic performance of students at Reach Cyber Charter School for the remainder of the 2023-2024 academic year.

As we discussed in our initial conference calls, Reach Cyber Charter School has never executed a program like this in the past. Both parties acknowledged that we must be fluid in quickly understanding the needs of those respondents and work to develop student groups with similar needs and establish a structure for delivery throughout the school year. We will work closely with your team to structure that process and find the most efficient ways to administrate the program for both organizations.

Program Overview:

As a foundational base and keeping in alignment with what we do best at Huntington Learning Center, we would propose the following program and process.

The core of our proposal is to provide a comprehensive tutoring program for the students at Reach Cyber Charter School, focusing primarily on advancing them one full academic year beyond their current grade level in reading and math. Our curriculum is meticulously designed to cater to the individual learning needs of each student, ensuring a robust and effective learning experience.

The attached proposal outlines a scenario of utilizing the 6000 hours of tutoring for 100 students. We view this as a foundational base to work from. With the assistance of Reach Cyber Charter School staff, we would identify those students who would have interest in taking the new digital SAT launching in March 2024. This group of students would be provided math and verbal tutoring and access to online practice tests to prepare for their respective upcoming test dates.

Additionally, we do know some students will need subject tutoring for math and reading. Again, with the support of Reach Cyber Charter School staff, we will work to find the most practical and efficient method to address these needs.

Financial Allocation and Collaboration

We are excited about the prospect of working closely with your team to allocate funds specifically for these groups of students and their varied tutoring needs. The pricing structure addressed in the attached proposal specifically addresses use of the 50-hour program and curriculum of Huntington Learning Center.

For the SAT tutoring sessions, we are pleased to offer a discounted rate of \$65 per hour, down from our standard rate of \$79. These sessions will be conducted in a group format, covering both math and verbal components.

For other "homework group" tutoring sessions focusing on specific areas of reading and math, we propose a rate of \$47 per hour. We do subject tutor in higher math and some science subjects such as biology and chemistry. If these needs arise, we can address them specifically based on the number of students interested in those areas of focus.

Flexibility and Uncertainties

We acknowledge that there are variables and uncertainties concerning the number of students who will participate in these sessions. As such, we are committed to maintaining a fluid approach to adapt to the actual demands as they unfold.

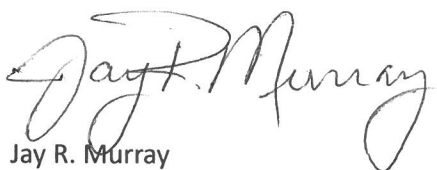
Communication

Weekly communication between Huntington Learning Center and Reach Cyber Charter School staff will be crucial for the successful implementation and delivery of this program. Regular updates will ensure that we are aligned in our objectives and are meeting the educational needs of the students effectively.

We are enthusiastic about the opportunity to collaborate with Reach Cyber Charter School to make a meaningful impact on students' academic achievements. We look forward to discussing this proposal further and are open to any suggestions or modifications you may have.

Thank you for considering Huntington Learning Center as your partner in education. We are excited about the prospect of working together to enrich the academic lives of your students.

Sincerely,

A handwritten signature in black ink, reading "Jay R. Murray". The signature is fluid and cursive, with the first name "Jay" being particularly prominent.

Jay R. Murray
Owner

Huntington Learning Center



Proposal: Huntington Learning Center 2023-24 Virtual Tutoring Program

For:

Reach Cyber Charter School
Attention: Joshua Hicks, Federal Programs Manager
750 E. Park Drive #204
Harrisburg, PA 17111

Submitted by: Jay Murray
Executive Director
717-329-4262
MurrayJ@hlcmail.com

Huntington Learning Center of Harrisburg
5094-D Jonestown Road
Harrisburg, PA 17112

Submitted on: 10/6/2023

Program Terms

Grade level served	K-12 th
Location of service	online
Number of students	100
Student-teacher ratio	3:1 or 4:1
Program dates	Academic Evaluation: TBD Instruction: TBD
Subject areas	Reading or Math foundation skills
Student assessment	<ul style="list-style-type: none"> • Renaissance Star Assessment: Reading • Renaissance Star Assessment: Math • Huntington Sight Word Test • Huntington Math Placement Exam <p>Huntington will administer the Renaissance Star Assessment to measure student progress. Huntington will provide an assessment at the beginning of the program and end of the program.</p>
Length per session	1 hour
Frequency of service	3-4 times per week
Time of service	After school and weekends
Program length	50 hours
Academic Evaluation fee	waived
Technology & Materials fee	waived
Hourly rate	\$47.00
Cost per student seat	\$2,350.00
Total program cost	\$235,000.00
Payment method and frequency	Huntington will invoice monthly by the 5 th of the following month for the previous month's instruction. Reach Cyber Charter School will remit payment 30-days from receiving invoice.
Attendance policy	All scheduled sessions will be charged at the hourly rate. Students will not be offered make-up for any missed sessions.
School provisions	Reach Cyber Charter School will provide relevant student information, including but not limited to first and last name, grade, and contact information to Huntington.
Reporting	Huntington will provide a summary report to Reach Cyber Charter School at the conclusion of the program, including student attendance, beginning Renaissance Star Assessment results and ending results to summarize student progress.
Acknowledgements	Reach Cyber Charter School acknowledges that Huntington's recommendation for Reading and Math instruction is a minimum of 50 hours per subject for students to make substantive improvement.
Additional services	Huntington can also provide Homework Help tutoring and Group SAT or ACT testing to students. Program terms and rates can be discussed. These additional services are not covered in the reading or math proposed program.



About Huntington

Huntington's mission is to give every student the best education possible. We offer high-quality, research-based, supplemental educational testing and instruction in reading, 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 46 years of experience, Huntington has built a history of excellence by providing high-quality instruction to thousands of students.

Huntington Learning Center of Harrisburg has been accredited by Middle States Association as a supplemental education provider since 2009.

Huntington's methodology

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

Assessment of Student Growth

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.

Curriculum

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 reading programs across 34 different skill sets.

Reading Instruction

Huntington's instructional methodology in Reading 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.

Test Prep Instruction

Huntington prepares students for tests such as the SAT, ACT, and New Jersey Standardized exams by focusing on both skill-building and test-taking strategies to increase student scores. We teach each student Huntington-developed strategies for evaluating question difficulty and question types, managing time effectively, and attacking each test section with subject-specific strategies. We also provide targeted instruction to build math and reading skills to improve the student's content knowledge.

Teacher qualifications and training

All employees at the Huntington Learning Centers 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.

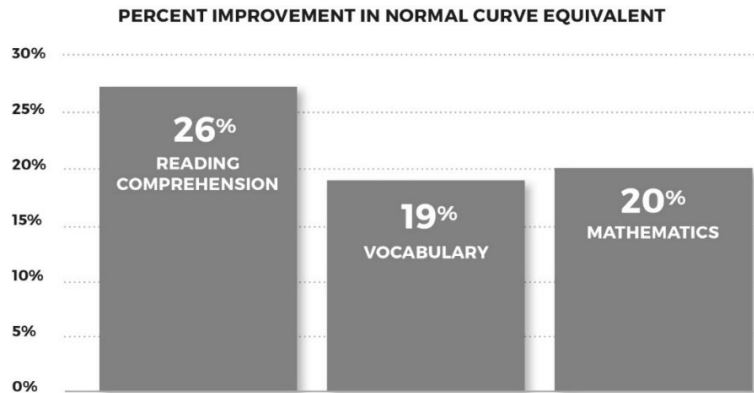
All our tutors are provided with the proper training necessary to ensure that instruction is always offered effectively. As part of our training program, all teachers are instructed in techniques and procedures for working with diverse and unique student populations and receive ongoing training to ensure 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.

Student Data Privacy

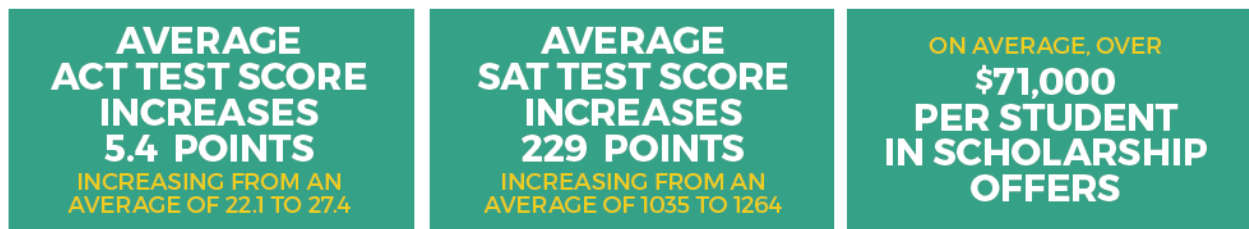
Some student data may be used for research and marketing, including (but not limited to) beginning scores, ending scores, and total increase in scores. No personal data will be used or shared. Huntington may, however, request written permission from the parent(s) to share photos and/or personal narratives about the program for marketing purposes.

Huntington's efficacy and experience

A 2017 analysis of the California Achievement Test, 5th edition (CAT/5) test scores of students who participated in Huntington tutoring programs, conducted by Policy Studies Associates (PSA), concluded that students increased their performance by an average of 26% in reading comprehension, 19% in vocabulary, and 20% in mathematics after completing a total of 50 hours of tutoring at Huntington Learning Center. We converted from the California Achievement Test to Renaissance Star in 2022.



As part of our program of monitoring and continuous improvement, we conducted a 2018 participant survey of ACT and SAT scores, applicant colleges, and the financial-aid package each school offered. We asked Policy Studies Associates to analyze the results. PSA found “substantively meaningful gains between their baseline and final test administrations. This pattern was observed both among those who took the ACT and those who took the SAT. This pattern was also observed on the subtests comprising the ACT (Reading, Math, English, Science) and the SAT (Math, Evidence Based Reading and Writing).” The average student received over \$71,000 in scholarship offers.



Huntington is an experienced provider for publicly funded programs. Beginning in 2001, we provided supplemental education services under No Child Left Behind (NCLB). We have also provided services for Title I students, students awarded compensatory education funding, and beginning in 2021, student programs funded under the American Rescue Plan to address COVID-related learning loss. Over the past three years, Huntington has worked closely with public sector organizations to mitigate the educational damage of COVID on students at most significant risk.

Huntington Learning Centers have provided comparable tutoring services to several districts across the country. Please see the table below for a list of similar programs offered within the past three years.

LEA	Date	Service Description
Energy Institute High School, TX	6/2023	SAT prep instruction for grade 11 students
Warren High School, IL	5/2023	SAT prep instruction for grade 11 students
Schrum Memorial Middle School, IL	5/2023	Small-group Reading and Math instruction for grade 6-8 students
Englewood Public School District, NJ	4/2023	1-1 Reading, Math, and SAT instruction for grade 3-12 district students
Troy School District	3/2023	1-1 Reading and Math instruction for district students
Plymouth-Canton Community Schools, MI	2/2023	Reading and math instruction for grade 1-8 students
Northwest Local School District, OH	2/2023	Reading instruction for grade 3 students
Yeshiva University High School for Boys, NJ	2/2023	SAT prep instruction for grade 11 students

LEA	Date	Service Description
Cowlitz Indian Tribe Youth Services	2/2023	Reading and Math instruction for CITYS students
North College Hill High School, OH	1/2023	Math instruction for high school students
Metropolitan School District of Lawrence Township, IN	12/2022 (ongoing)	Phonics and reading instruction for grade 3 and 5 students
Long Branch High School, NJ	11/2022	Reading and math intervention for grade 1-5 students
Ascend Services NY, Inc	11/2022	1-1 instruction for students subsidized by Medicaid
James N Gamble Montessori, OH	11/2022	Math instruction for middle school students
Lifestyles of Maryland: Services for Life, MD	11/2022	Reading and math support for homeless and transitional housing students
Charles County Youth In Transition, MD	10/2022	Tutoring for homeless and foster care students
Beacon Place Community Center, IL	10/2022	Reading and math tutoring for grade 7-9 students
South Pasadena School District, CA	9/2022	Individualized instruction for special education students
Northwest Local School District, OH	8/2022	Reading program for students in 2 nd grade
Cowlitz Indian Tribe Healing of the Canoe, WA	7/2022	Homework help for youth engaged with CITHC
Lucas County Child Services, OH	7/2022	Reading, math, and test prep services for K-12 students
NOVA National Council of Negro Women, VA	7/2022	Reading and math summer enrichment program
Coastal Georgia Community Action Authority, VA	6/2022	Reading and math summer enrichment program
Bronx Charter School for Excellence, NY	6/2022	Reading and math summer tutoring for K-8 students
Rumson-Fair Haven High School, NJ	6/2022	Reading, math, and test prep summer programs for Title I students in grades 9-12
St Mary Catholic School, TN	6/2022	Reading and math supplemental services for K-8
Simsbury High School, CT	6/2022	Reading and math tutoring for homebound students
Region 18, TX	6/2022	Reading, math, and test prep intervention services
Waller Independent School District, TX	5/2022	K-12 Provider for reading, math, and test prep services
Charles County Public School District, MD	2/2022	Reading and math tutoring for Title I K-5 students
Brandywine School District, DE	1/2022	After-school reading and math tutoring program for 5 th -grade special education students
Franklin D Roosevelt Elementary, OH	1/2022	Reading program for students in grades 4-6 enrolled in the Boys and Girls Club.
Pleasanton Unified School District, CA	1/2022	Early literacy tutoring for K-2 students and math tutoring for 6-8 students
Richmond Heights School, OH	1/2022	Reading tutoring program for students in grades 3-4
Weld RE-4, CO District	1/2022	K-11 learning loss tutoring program in reading and math and grade 12 SAT or ACT prep program
Gwinnett County, GA Public Schools District	9/2021	Tutoring provider for Reading and Math services
West Elementary School, Gulfport, MS	9/2021	Title I ELA support services for K-2 students in the bottom 25% of state test scores
Diocese of Knoxville, TN	8/2021	Reading and math support for students in grades K-8
Harris County, TX Juvenile Probation Department (Houston)	6/2021	Tutoring and test prep for students referred by department
District 102, LaGrange, IL (Chicago)	6/2021	Summer academic support for K-8 students
District 65, Skokie, IL (Chicago)	6/2021	Summer academic support for K-8 students
Indiana Department of Education (Indianapolis)	5/2021	Phonics and reading support for grades 3-6 students
Houston Independent School District, TX	3/2021	Math support for students in grades 9-12
Health Opportunities High School, NYC District 7	3/2021	20-hour SAT prep course for 25 students

LEA	Date	Service Description
Stillwater District, MN	9/2020	Support for special education students in grade 2
Hennepin County, MN (Minneapolis)	9/2020	Academic support for K-12 students
NYC DOE Impartial Hearing Office	1/2020 (ongoing)	Compensatory instruction for students whose schools failed to provide a free and appropriate public education