

**Side Letter of Agreement**  
**Between**  
**Vallejo City Unified School District (VCUSD or District)**  
**And**  
**Vallejo Education Association (VEA/CTA/NEA)**

April 28, 2025

In order to reduce chronic absenteeism and maintain educational continuity for students who take time away from school, VCUSD is offering Short Term Independent Study (STIS). Teachers are asked to provide learning activities and assignments based on student grade level. When assignments are returned, teachers are asked to evaluate student work in order to determine academic credit. These guidelines for developing and evaluating student STIS assignments is currently outlined in the VCUSD document entitled, "SHORT TERM INDEPENDENT STUDY (STIS) Procedures, Responsibilities & Agreements (for the applicable school year)"

In order to support and recognize the extra time and effort that will be needed to support students in STIS, VCUSD and VEA ("the parties") agree to the following:

1. Unit members shall be provided 1 hour of release time for preparing each week's worth of work.
2. Unit members shall be provided 1 hour of release time for evaluating each week's worth of work.
3. If the site is unable to provide release time, the member shall be paid the current hourly rate for 1 hour for preparation of each week's worth of work, and 1 hour for the evaluation of each week of completed work.
4. Requirements outlined in the VCUSD document entitled, "SHORT TERM INDEPENDENT STUDY (STIS) Procedures, Responsibilities & Agreements (for the applicable school year)" shall be met in order to submit an ESA for compensation.

The parties agree this is an LCAP funded item and subject to the LCAP review process to determine efficacy in reducing chronic absenteeism. The parties also agree to work together to standardize and create prescribed lessons by grade level for district-wide consistency, and to reduce the need for teacher created plans for unexpected absences. The District agrees to work with VEA to find a solution that will be ongoing.

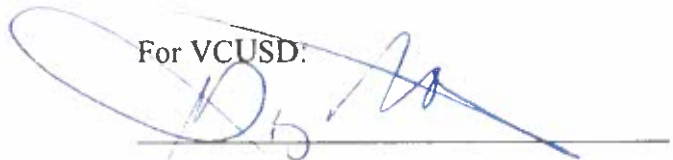
For VEA:



Marnee' McKenzie, VEA Negotiations Chair

Date: 5/13/2025

For VCUSD:



Gigi Patrick, Ed.D., Asst. Supe. HR

Date: 5/13/2025