

**WILLOWS UNIFIED SCHOOL DISTRICT**

**DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS**

PURPOSE: A district may establish a committee on assignments as outlined in ED 44258.7 (c) and (d) to review and approve assignments of teachers with special skills and preparation to teach outside their credential area up to 40 percent of their full-time position assignment.

1. This is to certify the establishment of our District Committee on Assignments in accordance with provisions of EC 44258.7 (d) (1).

<u>Emmett Koerperich</u> District Superintendent	<u>Jeromy Geiger</u> President or Chairperson of District Governing Board
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2. Effective date of establishment of Committee on Assignments: 7/1/2024

3. District administrative contact person relative to the Committee on Assignments:

Name: Scott Booth Phone: (530) 934-6600

Title: Director of Curriculum, Instruction & Assessment

4. Procedures for selection of the committee membership in accordance with EC 44258.7 (c) (list or attach):

- A. Two WUSD Administrators appointed by Superintendent
- B. Two Certificated Staff Members appointed by WUTA
- C. \_\_\_\_\_
- D. \_\_\_\_\_

5. Term of office for Committee on Assignments members:

Teacher Representative(s)	Date	Length of Term
<u>Bibiana McNeil</u>	<u>7/1/24</u>	<u>1 year</u>
<u>Pam Steward</u>	<u>7/1/24</u>	<u>1 year</u>
_____	_____	_____
Administrator Representative (s)		
<u>Julie Carriere</u>	<u>7/1/24</u>	<u>1 year</u>
<u>Chris Harris</u>	<u>7/1/24</u>	<u>1 year</u>
_____	_____	_____

6. Subject matter competence shall be determined by assessing the following:

- Knowledge of State curriculum framework for the subject area.
- Ability to teach the appropriate content to the age group of the specific assignment.

The subject matter competence review may include a personal interview, written assessment, demonstration lessons, observations, and/or written materials (portfolio, self-study, letters of recommendation from colleagues, etc.) to verify the teacher's knowledge and ability.

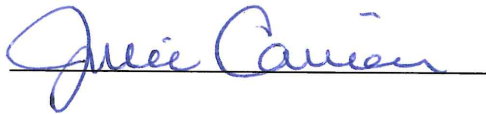
cc: County Superintendent of Schools

**Willows Unified School District  
2024-25  
Committee on Assignment**

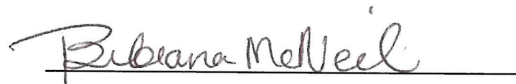
We, the undersigned, find the following certificated individuals qualified to teach the specific subjects indicated for the 2024/2025 school year. Criteria used included verification of subject matter knowledge, past teaching experience in the related subjects, experience teaching at this grade level, and willingness to teach this subject.

Cathy Fleming	Opportunity (grades 5-8); Guided Study (grades 5-8)
Joyce Ksander	Social Studies/History (grade 7)
Marisa Rodgers	Life Skills (grades 7-8)
Pam Steward	Art (grade 5)
Levi Funderburk	Independent Study (grades K-12)
Jenni Girard	Computer Apps (grades 9-12)
Armando Montejano	Chemistry (grades 9-12)
Victoria Prickett	Health (grade 9); Career Ed (grade 9); Yearbook (grades 9-12)
Michaela Soeth	Alternative Ed High School (10-12)
Emily Spooner	Psychology (grades 9-12)
Timothy Street	Broadcasting (grades 9-12); Credit Recovery (grades 9-12)
Robert Stupey	Anatomy (grades 11-12)

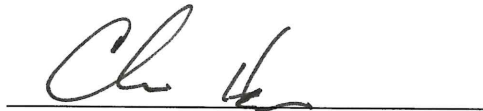
Julie Carriere



Bibiana McNeil



Chris Harris



Pam Steward



**WILLOWS UNIFIED SCHOOL DISTRICT**

**SITE ADMINISTRATOR AFFIDAVIT FORM**

**PURPOSE:** See instruction section in form below.

**WILLOWS UNIFIED SCHOOL DISTRICT**

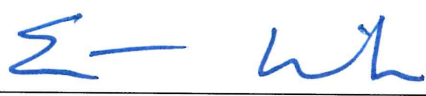
Affidavit of the Proper Certification for Work Performed by Certificated Employees  
(Education Code Section 44258.9(b))

**STATE OF CALIFORNIA**

**ss.**

**COUNTY OF GLENN**

I, Emmett Koerperich, School Site Administrator of  
Willows Community High School, declare that all employees in  
positions requiring certification qualifications for whom I am responsible, were properly  
credentialed for the work performed by such employees during the school year 2024-2025.

Date 8/29/24 (Signed) 

Emmett Koerperich  
School Site Administrator

**INSTRUCTION**

This affidavit shall be utilized by each School Site Administrator and shall be considered a part of the annual report of the schools under his/her jurisdiction to be forwarded to the District Superintendent/designee as prescribed in Education Code Section 44258.9(b).

Distribution:

White – District Office

Yellow – School Site

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**SITE ADMINISTRATOR AFFIDAVIT FORM**

**PURPOSE:** See instruction section in form below.

**WILLOWS UNIFIED SCHOOL DISTRICT**

Affidavit of the Proper Certification for Work Performed by Certificated Employees  
(Education Code Section 44258.9(b))

**STATE OF CALIFORNIA**

**ss.**

**COUNTY OF GLENN**

I, Julie Carriere, School Site Administrator of  
Willows High School, declare that all employees in  
positions requiring certification qualifications for whom I am responsible, were properly  
credentialed for the work performed by such employees during the school year 2024-2025.

Date 8/28/24 (Signed) Julie Carriere

Julie Carriere  
School Site Administrator

**INSTRUCTION**

This affidavit shall be utilized by each School Site Administrator and shall be considered a part of the annual report of the schools under his/her jurisdiction to be forwarded to the District Superintendent/designee as prescribed in Education Code Section 44258.9(b).

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**WILLOWS UNIFIED SCHOOL DISTRICT**

**SITE ADMINISTRATOR AFFIDAVIT FORM**

**PURPOSE:** See instruction section in form below.

**WILLOWS UNIFIED SCHOOL DISTRICT**

Affidavit of the Proper Certification for Work Performed by Certificated Employees  
(Education Code Section 44258.9(b))

**STATE OF CALIFORNIA**

**ss.**

**COUNTY OF GLENN**

I, Chris Harris, School Site Administrator of  
Willows Intermediate School, declare that all employees in  
positions requiring certification qualifications for whom I am responsible, were properly  
credentialed for the work performed by such employees during the school year 2024-2025.

Date 8-28-24 (Signed) 

Chris Harris  
School Site Administrator

**INSTRUCTION**

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