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).

Emmett Koerperich	Jeromy Geiger
District Superintendent	President or Chairperson of District Governing Board

2. Effective date of establishment of Committee on Assignments: 7/1/2026

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

Name: Michelle O'Dell 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
Bibiana McNeil	7/1/26	1 year
Pam Steward	7/1/26	1 year

Administrator Representative (s)		
James Lothschutz	7/1/26	1 year
Durell Siplin	7/1/26	1 year

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
2026-27
Committee on Assignment

We, the undersigned, find the following certificated individuals qualified to teach the specific subjects indicated for the 2026/2027 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.

Levi Funderburk	Independent Study (grades TK-12) EC§ 44865
Jenni Girard	Credit Recovery (grades 9-12) EC§ 80005(b)
Amanda Hutson	ASB Leadership (grades 9-12) EC§ 44258.7(c)(d)
	Yearbook (grades 9-12) EC§ 44258.7(c)(d)
Rachel LaGrande	Walking (grades 10-12) EC§ 44258.3
Michaela Soeth	Alternative Ed High School (10-12) EC§ 44865
Emily Spooner	Psychology (grades 9-12) EC§ 44258.7(c)(d)
Robert Stupey	Anatomy (grades 11-12) EC§ 44256(b)
Yesenia Diaz/Vasquez	Opportunity (grades TK-4) EC§ 44865

James Lothschutz

Bibiana McNeil

Durell Siplin

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, James Lothschutz , 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 2026-2027.

Date 8/13/26 (Signed) _____

James Lothschutz
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

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, Durell Siplin, 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 2026-2027.

Date 8·12·2026 (Signed) Durell Siplin.

Durell Siplin
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, 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 2026-2027.

Date 8/12/26 (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).

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