

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
District Superintendent

Jeromy Geiger
President or Chairperson of District
Governing Board

2. Effective date of establishment of Committee on Assignments: 7/1/2025

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
<u>Bibiana McNeil</u>	<u>7/1/25</u>	<u>1 year</u>
<u>Pam Steward</u>	<u>7/1/25</u>	<u>1 year</u>
_____	_____	_____
Administrator Representative (s)		
<u>Chris Harris</u>	<u>7/1/25</u>	<u>1 year</u>
<u>Durell Siplin</u>	<u>7/1/25</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

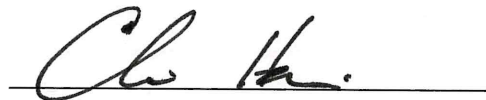
Willows Unified School District
2025-26
Committee on Assignment

We, the undersigned, find the following certificated individuals qualified to teach the specific subjects indicated for the 2025/2026 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.

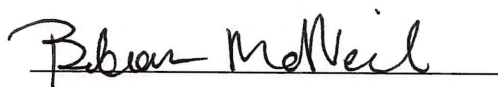
Griffin Boyd
Cathy Fleming
Marisa Rodgers
Pam Steward
Levi Funderburk
Amanda Hutson
Rachel LaGrande
Eloise Lengyel
Victoria Prickett
Michaela Soeth
Robert Stupey

Guided Study (grades 7-8)
Social Studies (grade 8); Guided Study (grades 5-8)
Life Skills (grades 7-8)
Art (grade 5)
Independent Study (grades TK-12)
ASB Leadership (grades 9-12)
Study Skills (grades 9-12)
Computer Apps (grades 9-12)
Health (grade 9); Yearbook (grades 9-12)
Alternative Ed High School (10-12)
Anatomy (grades 11-12)

Chris Harris



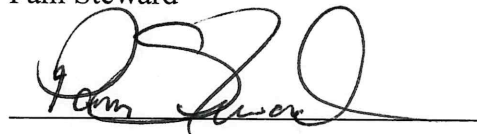
Bibiana McNeil



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, 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 2025-2026.

Date 8/27/25 (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

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 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 2025-2026.

Date 8-27-25 (Signed) 

Chris Harris
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 2025-2026.

Date 8.26.2026 (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).

Distribution: White – District Office Yellow – School Site