

**WILLOWS UNIFIED SCHOOL DISTRICT**

**DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS**

PURPOSE: A district may establish a committee on assignments as outlined in Education Code 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).

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
President or Chairperson of District  
Governing Board

2. Effective date of establishment of Committee on Assignments: 7/1/10

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

Name: Stephen Sailsbery Phone: (530) 934-6633

Title: Principal

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

A. 2 teachers from Willows Unified Teachers Association

B. 2 Willows Unified School District Administration

C. \_\_\_\_\_

D. \_\_\_\_\_

5. Term of office for Committee on Assignments members:

Teacher Representative(s)	Date	Length of Term
<u>Amy Steele</u>	<u>7/1/10</u>	<u>1 year</u>
<u>Pam Steward</u>	<u>7/1/10</u>	<u>1 year</u>
_____	_____	_____

Administrator Representative (s)	Date	Length of Term
<u>Jerry Smith</u>	<u>7/1/10</u>	<u>1 year</u>
<u>Stephen Sailsbery</u>	<u>7/1/10</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.

# WILLOWS UNIFIED SCHOOL DISTRICT

334 W. SYCAMORE STREET • WILLOWS, CA 95988-2830 • (530) 934-6600 • FAX (530) 934-6609

Ronald Mongini, Superintendent

## SITE ADMINISTRATOR AFFIDAVIT FORM

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).

### 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, Jerry Smith, School Site Administrator of the  
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,  
2010 - 2011.

Date 8/25/2010

Signature

  
School Site Administrator

Distribution: White – District Office      Yellow – School Site

An Equal Opportunity Employer

**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, Stephen C. Sailsbery, School Site Administrator of the  
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 2010-  
2011.

Date 8/25/10 (Signed) 

Willows Intermediate - Stephen C. Sailsbery  
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  
2010-2011  
Committee on Assignment**

We, the undersigned, find the following certificated individuals qualified to teach the specific subjects indicated for the 2010/2011 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.

Diana Abold  
Mike Fleming  
Lauren Albert  
Bill Shively  
Karen Furtado  
Margaret Ansel  
Pat Perry  
Tom Chisholm  
Amanda Samons

Journalism/Leadership (grades 7-8)  
Spanish (grades 7-8)  
Computer Literacy (grades 7-8)  
General Math (grades 7-8)  
Study Skills (grade 6)  
Reading (grades 9-12)  
Economics (grade 12)  
World History (grade 10)  
Earth Science (grade 9)

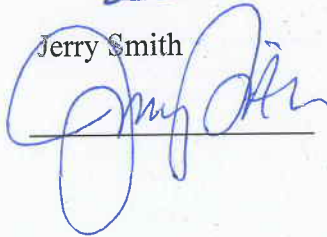
Stephen Sailsbery



Pam Steward



Jerry Smith



Amy Steele

