

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).

Mort Geivett District Superintendent      Gina Taylor President or Chairperson of District Governing Board

- 2. Effective date of establishment of Committee on Assignments: 7/1/18

- 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. 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>Amy Steele</u>	<u>7/1/18</u>	<u>1 year</u>
<u>Pam Steward</u>	<u>7/1/18</u>	<u>1 year</u>

Administrator Representative (s)	Date	Length of Term
<u>David Johnstone</u>	<u>7/1/18</u>	<u>1 year</u>
<u>Stephen Sailsbery</u>	<u>7/1/18</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**

**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))

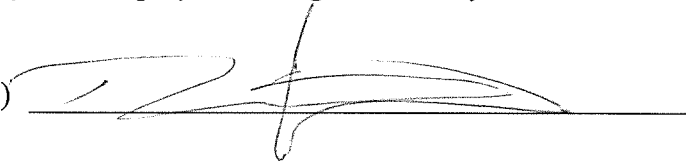
**STATE OF CALIFORNIA**

**COUNTY OF GLENN**

I, David Johnstone, 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 2018-2019.

Date 8/27/18

(Signed)



David Johnstone  
School Site Administrator

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**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, Stephen 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 2018-  
2019.

Date 8/25/18 (Signed)



Stephen 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).

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**Willows Unified School District  
2018-2019  
Committee on Assignment**

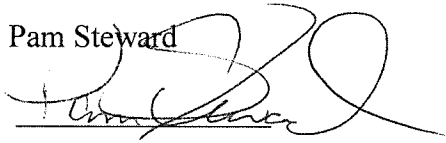
We, the undersigned, find the following certificated individuals qualified to teach the specific subjects indicated for the 2018/2019 school year. Criteria used included verification of subject matter knowledge, past teaching experience in the related subjects, experience teaching at this grade level, and willingness to teach this subject.

Maria Briones	U.S. History (grade 8); conversational Spanish (grades 7-8)
Cathy Fleming	Horticulture (grades 7-8)
Jessa McCarty	Computer Literacy (grades 7-8)
Pam Steward	Art (grades 7-8)
Joyce Ksander	Social Studies; History (grades 7-8)
Jennifer Carriere	Computer Science I (grades 9-12)
Eloise Lengyel	Computer Science II (grades 9-12)
Jennifer Ovitz	Child Development I (grades 9-12)
Caleb Fleming	Chemistry (grades 10-12); Physics (grades 11-12)
Leah Nunes	Computer Apps.
Jessie Proctor	AP Psychology

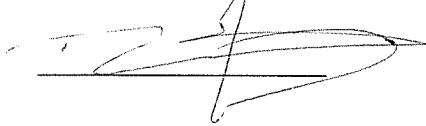
Stephen Sailsbery



Pam Steward



David Johnstone



Amy Steele

