

Panama-Buena Vista Union School District

KATIE RUSSELL  
District Superintendent

4200 Ashe Road  
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BOARD OF TRUSTEES  
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DATE: June 12, 2024

TO: P-BVUSD TK Aides

FROM: Melissa Brown, Director of Human Resources

CC: Amy Mensing, Principal Berkshire Elementary  
Adam Straw, Principal Castle Elementary  
Jared Coppolo, Principal Loudon Elementary  
Selena Garza, CSEA Chapter President

RE: Transfer

The following position is officially open for the 2024-25 School Year:

<b>TK Aide</b>	<b>7 Hour</b>	<b>Berkshire Elementary</b>
<b>TK Aide</b>	<b>7 Hour</b>	<b>Castle Elementary</b>
<b>TK Aide</b>	<b>7 Hour</b>	<b>Loudon Elementary</b>

Current TK Aides are eligible to submit a request for transfer for this position. If you are interested in being considered for this position, please submit a **"Classified Employee Request for Voluntary Transfer."** Voluntary transfers within a classification will apply only to those employees who have attained permanent status and who work 4 (Four) or more hours daily. Please submit your request to the Human Resources Department no later than **3:00 p.m. June 19, 2024.**