

**Panama-Buena Vista Union School District**

KATIE RUSSELL, Ed. D.  
District Superintendent

4200 Ashe Road  
Bakersfield, Ca 93313  
(661) 831-8331 FAX (661) 398-2141



BOARD OF TRUSTEES  
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DATE: July 12, 2024

TO: P-BVUSD School Secretaries

FROM: Melissa Brown, Director of Human Resources

CC: Nicole Gutierrez, Principal Sandrini Elementary  
Nicole Miller, Director of Talent Management (Classified)  
Selena Garza, CSEA Chapter President

RE: Transfer

The following position is officially open for the 2024-2025 School Year:

**School Secretary                      8 Hours                      Sandrini Elementary**

Current School Secretaries 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. July 19, 2024.**