

Panama-Buena Vista Union School District

KATIE RUSSELL, E.D.D.  
District Superintendent

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BOARD OF TRUSTEES  
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DATE: December 16, 2024

TO: P-BVUSD Cafeteria General Helpers

FROM: Melissa Brown, Director of Human Resources

CC: Amy Mensing, Principal, BerkshireElementary  
Adam Straw, Principal, Castle Elementary  
Nicole Miller, Director of Talent Management (Classified)  
Kristi McKnight, Director of Nutrition Services  
Selena Garza, CSEA Chapter President

RE: Transfer

The following positions are officially open for the 2024-25 School Year:

**Berkshire Elementary                      6 Hours                      Cafe Gen Helper**

**Castle Elementary                      6 Hours                      Cafe Gen Helper**

Current Cafeteria General Helpers 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. December 23, 2024.**