

Santa Rosa District Schools

Berryhill Administrative Complex
6751 Berryhill Road
Milton, Florida 32570



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Linda S. Novota
Director

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FEB 26 2015

SRCSO HRO

February 18, 2015

Mr. Tim Wyrosdick
Superintendent,
Santa Rosa District School
5086 Canal Street
Milton, Florida 32570

Dear Mr. Wyrosdick and School Board Members,

Due to an extensive amount of traveling by these employees, we request your approval for an increase in their maximum travel cap amount for In-County travel. This request is for the remainder of the 2014-2015 school year for the amount indicated below. These individuals travel to various school sites and/or home visits throughout the year.

Janine Lockman – increase \$1,000.00
Michelle Seal – increase \$2,000.00

Your consideration of this request is greatly appreciated.

Respectfully,

Linda S. Novota
Director, Exceptional Student Education