



Kenny McCay
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February 11, 2014

TO: Santa Rosa District School Board
Tim Wyrosdick, Superintendent

RE: In-County Travel Funds
Kirti Colvin, ESOL Teacher

The Literacy Department request a cap increase for ESOL teacher, Kirti Colvin. The Department estimates that Ms. Colvin will need an increase of \$500.00. Ms. Colvin supports the needs of English Language Learners, for various school sites during the 2013-14 school year. Funds are readily available for increase approval.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Kenny McCay".

Kenny McCay,
Coordinator of Literacy

KM/tmj