



K. ERIK SWANSON, Ph.D.
Superintendent of Education

**Guam Department of Education
Federal Programs Division**

Telephone: (671) 475-0470
501 Mariner Avenue
B-Building, Suite 241
Barrigada, Guam 96913
Email: federal-programs@gdoe.net

FPD-STATE 25-470a



SYLVIA T. CALVO
Grant Director

August 28, 2025

For Board Correspondence

MEMORANDUM

To: Superintendent *[Signature]*
From: Grants Director, Federal Programs
Via: Deputy Superintendent, A & A *[Signature]*
Subject: GEB Policy 215 updated Travel and Authorization
Håfa Adai.

I would like to provide feedback regarding the GEB Travel Policy acted upon during the August 19, 2025, GEB Meeting and disseminated on August 20, 2025, via e-mail.

As you are aware, Mr. Neil Rochelle has been working with Mrs. Margaret Artero and Deputy Supt. Paul to update the Standard Operating Procedure (SOP) for travel. At some point, it was determined that the GEB wished to amend the Travel Policy itself. As a result, the SOP—which included detailed travel procedures and authorization steps—was incorporated into the amended policy.

In addition, Mr. Rochelle has been assisting various divisions in updating district SOPs, which has given him a broad perspective and allowed him to identify inconsistencies across SOPs. Based on this work, he has raised several questions and would like to offer the following feedback and suggestions for consideration:

- **Policy Approval Process**

- Combining detailed travel procedures into board policy restricts management's ability to make operational changes that would normally be addressed through SOPs.
- The action taken on August 19th appeared to move quickly. Per GEB Policy # 120.1 (Approval of Board Policy), approval requires a minimum of two readings, with time allowed between readings for stakeholder input and questions.
- Please confirm whether the new Travel Policy was approved following the two-reading requirement. Given the significant amount of federal funds tied to travel, ensuring proper approval is essential.

- **Student Travel & Per Diem**

- The newly updated Student Off-Island Travel SOP provides only 80% of per diem before departure, with the remaining 20% reimbursed after travel.

- This is a significant change that was not explicitly addressed in the amended policy. For comparison, the Guam Community College (GCC) policy includes an exception for students to avoid undue financial hardship.
- We respectfully request that similar student exception language be included in the GEB Travel Policy. Families may face challenges if they are required to wait for reimbursement.
- **Liability & Family Travel Provisions**
 - The former SOP for Travel included language protecting the department from liability in cases where family members traveled with advisors or coaches. It clearly stated that all associated costs were the sole responsibility of the family.
 - This provision appears to have been removed from the amended policy. Given its importance in preventing past disputes, we recommend restoring this language.
- **Legal Review of Policies**
 - Finally, we ask for clarification on whether GEB policies, including this Travel Policy, undergo legal review before adoption. Considering the financial and operational implications, legal input would be highly valuable.

Thank you for your attention to these concerns. We submit them with the intent of ensuring clarity, consistency, and fairness in the implementation of the GEB Travel Policy.


Sylvia T. Calvo

CC: Deputy Superintendent, FAS
Deputy Superintendent, CI&I
Deputy Superintendent, ESCL