

LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL CONSTRUCTION BOND CITIZENS' OVERSIGHT COMMITTEE

**D. Michael Hamner, FAIA, Chair**

American Institute of Architects

**Robert Campbell, Vice-Chair**

L.A. Co. Auditor-Controller's Office

**Dr. Samantha Rowles, Secretary**

LAUSD Student Parent

**Patrick MacFarlane, Executive Committee**

Early Education Coalition

**Scott Pansky, Executive Committee**

L.A. Area Chamber of Commerce

**Joseph P. Buchman – Legal Counsel**

Burke, Williams & Sorensen, LLP

**Lori Raineri and Keith Weaver – Oversight**

**Consultants**

Government Financial Services Joint  
Powers Authority

**Neelura Bell**

CA Charter School Association

**Sandra Betts**

CA Tax Reform Assn.

**Chad Boggio**

L.A. Co. Federation of Labor AFL-CIO

**Aleigh Lewis**

L.A. City Controller's Office

**Jennifer McDowell**

L.A. City Mayor's Office

**Brian Mello**

Assoc. General Contractors of CA

**Santa Ramirez**

Tenth District PTSA

**William O. Ross IV**

31<sup>st</sup> District PTSA

**Bevin Ashenmiller (Alternate)**

Tenth District PTSA

**Ashley Kaiser (Alternate)**

Assoc. General Contractors of CA

**Connie Yee (Alternate)**

L.A. Co. Auditor-Controller's Office

**Vacant**

Senior Citizens' Organization

**Vacant**

LAUSD Student Parent

**Timothy Popejoy**

Bond Oversight Administrator

**Perla Zitle**

Bond Oversight Coordinator

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**School Construction Bond Citizens' Oversight Committee**

**Regular Meeting**

**LAUSD HQ – Board Room**

**333 S. Beaudry Avenue**

**Los Angeles, CA 90017**

**Thursday, October 10, 2024**

**10:00 a.m.**

Please see the archived video of the meeting for all discussions/questions:

<https://lausd.wistia.com/medias/znhop9bin3> (English)

<https://lausd.wistia.com/medias/94ub4zwnup> (Spanish)

Committee Members Present (13): Neelura Bell, Sandy Betts, Chad Boggio, Robert Campbell, D. Michael Hamner, Aleigh Lewis, Patrick MacFarlane, Jennifer McDowell, Brian Mello, Scott Pansky, Santa Ramirez, William Ross, Samantha Rowles.

Committee Members Absent (0):

Committee Member Vacancies (2): LAUSD Student Parent, Senior Citizens' Organization

**00:00:00 Call to Order**

Mr. Hamner, BOC Chair called the meeting to order at 10:06 a.m. and welcomed all to the Bond Oversight Committee (BOC) meeting. He stated that BOC members participating remotely needed to set their interpretation feature on the Zoom screen menu to their preferred language for simultaneous interpretation. He also thanked the KLCS Staff for their production, Information Technology Services Staff for its technical support, Spanish Interpretation Staff for their work in translating and other District staff for their assistance in broadcasting the hybrid BOC meeting.

**Introductory Remarks**

**00:00:51** Mr. Hamner asked Mr. Campbell, BOC Vice-Chair, to provide the introductory remarks.

Mr. Campbell announced that the BOC website could be found at <https://www.lausd.org/boc>. He also indicated that meeting materials and live stream in both English and Spanish were located under the tab *Upcoming Meetings*. He encouraged participants to visit the BOC website where previously approved measures and relevant information can be found. He explained that public speakers were asked to sign up using a hyperlink to a Google form included on the agenda that was published on

the BOC's website on October 5, 2024. He said the form was available 24 hours before the start of the meeting and would remain open for 20 minutes after the meeting.

Mr. Campbell stated that there would be a maximum of five (5) speakers for each agenda item and up to ten (10) speakers for public comment. He stated that all public speakers would have up to 3 minutes. He also stated that public speakers with more than one agenda item would be provided 6 minutes total to make comments on all items they wished to address. He detailed the protocols for public speakers via audio and said that they should monitor the meeting through the live stream and then turn off the live stream volume when asked to speak to avoid audio echo or audio feedback. When it was the speaker's turn to speak, BOC Staff would announce the last four digits of the caller's phone number, and each public speaker would be instructed to unmute on Zoom, or press \*6 (star 6), to speak. He stated that in-person speakers would be asked to step up to the podium to be heard. He thanked everyone in advance for working with the Committee to accommodate speakers.

**00:03:00** Mr. Hamner read the Bond Oversight Committee's (BOC) mission and purpose of the Committee:

"The mission of a strong and independent BOC, in collaboration with the District, is to oversee the construction, modernization, and repair of schools that promote the full development of children, are educationally and environmentally sound, enhance neighborhoods as centers of community through thoughtful design and programming, and reflect the wise and efficient use of limited land and public resources. The Committee is responsible for communicating its findings and recommendations to the District and the public, ensuring that school bond funds are spent as voters intended, in compliance with all applicable statutes, maximizing available resources, and completing projects in a timely and cost-efficient manner.

Mr. Hamner informed that the BOC Memorandum of Understanding (MOU) Review Task Force remained active and is awaiting response to revisions forwarded to District Staff on September 19, 2023. He stated that District Staff informally communicated to the BOC that they would be providing information by the end of the month.

Mr. Hamner thanked current BOC members who were newly appointed and reappointed by the Board of Education: William Ross, 31<sup>st</sup> District PTSA; Neelura Bell, California Charter Schools Association; Brian Mello, Associated General Contractors of California; and Mr. Mello's alternate, Ashley Kaiser.

Mr. Pansky provided remarks regarding the "Principal for a Day" program hosted by the Los Angeles Chamber of Commerce.

**00:06:59** **Agenda Item 1. Public Comment**

[Mr. Ross joined the meeting]

There were eight public speakers who made comments in person and in [writing](#) on various agenda items, in particular the proposed Bond Measure US and comments regarding issues with an ADA project at Carthay Environmental Studies STEM Magnet.

One of the speakers specifically requested that the District, with assistance from the BOC, follow-up on a Public Records Act (PRA) request she made on behalf of the Parent Advisory Committee and the District English Learner Advisory Committee related to understanding the Local Control and Accountability Plan (LCAP). The Chair requested that BOC staff inquire with the District regarding the status of the request.

**00:48:46** **Agenda Item 2. Consent Calendar – August 29, 2024 Meeting Minutes**

Mr. Campbell made a motion to move the Consent Calendar.

Ms. McDowell seconded.

00:49:30 The Chair asked Mr. Popejoy to conduct a roll call vote.

**Ayes: 13** – Ms. Bell, Ms. Betts, Mr. Boggio, Mr. Campbell, Mr. Hamner, Ms. Lewis, Mr. MacFarlane, Ms. McDowell, Mr. Mello, Mr. Pansky, Ms. Ramirez, Mr. Ross, Dr. Rowles.

**Nays: 0**

**Abstentions: 0**

**Absences: 0**

The Consent Calendar was adopted.

00:50:24 **Agenda Item 3. Proposed 2024 LAUSD Local Bond Measure US (Information Only)**  
**Presenters: BOC Discussion**

BOC Chair Michael Hamner informed that Agenda Item 3 Proposed 2024 LAUSD Local Bond Measure US was for informational purposes only to allow members who had not had an opportunity at the previous meeting to ask questions or voice concerns. He said that while District Staff were present, he was informed that they were not there to address questions during the meeting.

Mr. Hamner clarified that his involvement in the proposed bond measure was a byproduct of the role he had accepted as Chair. He stated that he was not an LAUSD parent, nor did he live within school District boundaries, so he would not be voting on the bond measure. He proceeded to say that he acknowledged that LAUSD had a significant impact on surrounding communities being the largest school district in California.

Mr. Hamner stated that in August the BOC, along with the public, received notice from the District that a proposed bond measure would be placed on the November ballot. He indicated that a letter was drafted expressing concerns and asking questions. He informed that he met with Superintendent Carvalho to discuss expressed concerns and to foster a better relationship with the District. He added that the Superintendent forwarded a response in writing to the BOC letter that addressed the concerns outlined in the letter. He asked for input for further discussion on the matter.

There was a comment related to the letter crafted without prior knowledge or input from the full Bond Oversight Committee (BOC). Mr. Boggio felt that all members should have had the opportunity to weigh in, especially on significant matters like Measure US. However, he appreciated the acknowledgment of his concern and emphasized the importance of involving the full committee in future discussions and decisions. Ms. Lewis commented that drafting a letter that included input and editing by all members of the Committee outside a public meeting would risk a Brown Act violation. A letter approved and signed by the three BOC elected officers and two members of the Executive Committee would not risk such a violation and was appropriate given the circumstances.

Mr. Campbell expressed appreciation for Chair Hamner's efforts in building relationships and emphasized the BOC's responsibility to ensure bond funds are used effectively. He highlighted the importance of having sufficient information to make informed decisions about substantial projects, especially regarding enrollment projections and their impact on facilities. He agreed that better communication and detailed briefings from the District would help the BOC fulfill its duties and enhance collaboration in managing facilities and improvements.

Mr. MacFarlane provided the following questions/comments - **Restrooms for TK and Kindergarten Classrooms:** There is concern about the current state of restrooms in TK and kindergarten classrooms, especially if they are not suitable for children. How are children managing to access restrooms, and why haven't these issues been addressed before now, considering the long wait? He is seeking clarification on what the current restroom situation is and why these projects are only now being prioritized in the bond. **Community Engagement in the Bond Process:** There is uncertainty about the level and timing of community involvement in the bond process. He stated that it would be helpful to clarify the expected role of the community, what opportunities for engagement are planned, and how expectations can be aligned between the decision-makers and the public. He expressed that clearer communication could help resolve concerns about community input.

Ms. Ramirez shared a comment expressing lack of inclusion of the BOC in recent financial decisions involving \$9 billion in bond funds to be placed on the November ballot authorized by the LAUSD Board of Education. She said that the BOC emphasizes the importance of transparency, accountability, and community involvement, and urged the District to consider future decisions that prioritize collaboration.

She added that frustration was expressed to her by parents that the BOC was not fulfilling its oversight role when news of the proposed bond measure was announced. She noted in response to parents that BOC members were not consulted or given the authority to influence recent decisions regarding a proposed bond measure.

Mr. Pansky expressed frustration over the delayed Memorandum of Understanding (MOU) revisions that was forwarded to LAUSD over a year go without a response. He questioned, based on comments received, the effectiveness of the BOC if it was not informed on decisions. He urged the District to finalize the MOU as soon as possible to clarify the Committee's roles and responsibilities. He stated that the BOC was not merely rubber-stamping projects but bringing different skills and perspectives as well as responsible for representing their respective communities. He also commented on a concern related to the lack of projections, transparency and planning due to unexpected event such as student dropout and COVID-19 impacts.

Mr. Hamner stated that he expects the MOU revisions to be completed before the end of the year, possibly by the end of November and noted this expectation for the record.

There was a continuing question seeking clarification on whether a communication to all members seeking input from all members for a written communication would have triggered a full public meeting under the Brown Act. There was a concern that decisions should not be made by the Executive Committee without input from the entire Committee. Mr. Buchman, BOC Legal Counsel, clarified that the letter was sent by individual officers.

Mr. Hamner concluded by providing a summary of a timeline and discussions related to the new \$9 billion LAUSD Bond Measure US. On August 7, the Board of Education authorized that the proposed bond be placed on the November 5, 2024 ballot. On August 29, a presentation was made to the BOC by the Superintendent and other staff. On September 24, officers of the BOC sent a letter with 14 questions to Superintendent Carvalho and invited him to return to address the BOC at its October 10 meeting. On September 25, BOC Chair Hamner met individually with the Superintendent and met other senior District Staff. He described the meeting as positive and productive with hopes of establishing a strong working relationship. Subsequently, on October 8, the Superintendent forwarded a response to three "of the more salient questions" in response to the BOC questions posed in its September 24 letter.

**01:16:17 Agenda Item 4. Green Schoolyards for All Task Force Progress Report (Information Only)**  
**Presenter: Aleigh Lewis, Task Force Chair**

[Mr. Campbell left the meeting]

Aleigh Lewis, Green Schoolyards for All Task Force Chair, provided a brief update on the work of the Task Force. She reminded the BOC that on August 1, 2024, the BOC adopted a resolution to create an Ad Hoc Subcommittee (aka "Task Force") to learn about the District's Green Schoolyards for All resolution and plan. She informed that the Task Force consisted of Aleigh Lewis, BOC Chair Michael Hamner, Patrick MacFarlane, Bill Ross, and Sandy Betts. At its first meeting, she presented the benefits of making schools more climate-resilient through greening.

Ms. Lewis reported that the Task Force also met on September 18 with Chief Eco-Sustainability Officer Christos Chrysiliou to discuss how the Eco-Sustainability Office coordinates District-wide sustainability efforts. She indicated that the following week there was a meeting scheduled with Chief Facilities Executive Krisztina Tokes to learn about how FSD integrates greening initiatives into its projects and coordinates across departments.

Please refer to BOC Resolution [2024-26](#) for further details.

**01:18:17 Agenda Item 5. Definition of 12 Classroom Upgrade Projects and Amend the Facilities Services Division Strategic Execution Plan to Incorporate Therein**  
**Presenters: Issam Dahdul, Director of Facilities Planning and Development, FSD**

Krisztina Tokes, Chief Facilities Executive, introduced Issam Dahdul, who replaced Aaron Bridgewater in the capacity of Director of Facilities Planning and Development. He presented 12 Classroom Upgrade Projects and Amendment to the Facilities Services Division Strategic Execution Plan. He provided background on the funding included in the School Upgrade Program (SUP),

allocating \$350 million to refresh classroom interiors at 50 schools, targeting about 2,000 classrooms. This program prioritized 48 middle schools. He said that the first two groups of projects had been already presented to the Bond Oversight Committee and the Board of Education. He presented the third group composed of 12 projects that upgrade permanent and relocatable classrooms used for instruction and specialized education. These projects include co-located charter schools but exclude school set-asides, out-of-service and unallocated rooms. He stated that the funding for charter classrooms would come from the charter school category in the SUP. Please refer to Board Report No. 064-24/25 for further detailed information.

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	<b>6</b>	NIMITZ MS	REED MS	MANN UCLA COMM SCH	PIO PICO MS

Mr. Dahdul said that the upgrades would include new technology and equipment, sound enhancements, new classroom furniture, replacement of window blinds, interior and exterior painting, limited electrical upgrades as well as accessibility improvements. He explained that the work would be carried out in two phases: non-DSA work such as replacing locks and painting would be done first, followed by work requiring DSA approval, including new technology and electrical infrastructure. To minimize disruption, work would be done during nights, weekends, and school breaks, avoiding the need for interim housing. The total combined budget for the project is \$106M.

There was a question related to the plan to maximize cost-effectiveness of projects split into two phases and using nights and weekends for construction, the relocatable buildings' lifespan, the type of furniture for middle schools, display board lifespan, whether the technology component was linked to prior ITS requests recommended by the BOC, and the reasoning for the use of bonds to fund short-term life assets in the scope of work. Concerns were also expressed about whether bond funds were being used wisely in the proposed projects and a suggestion to provide additional details to justify cost improvements.

Mr. Mello made a motion to approve Resolution 2024-30.

Ms. Lewis seconded.

**01:38:04** Mr. Hamner asked Mr. Popejoy to conduct a roll call vote.

**Ayes: 11** – Ms. Bell, Ms. Betts, Mr. Boggio, Mr. Hamner, Ms. Lewis, Mr. MacFarlane, Ms. McDowell, Mr. Mello, Ms. Ramirez, Mr. Ross, Dr. Rowles.

**Nays: 0**

**Abstentions: 1** - Mr. Pansky

**Absences: 1** - Mr. Campbell

**Resolution 2024-30 passed.**

**01:39:05** **Agenda Item 6. Two Early Education Center Outdoor Classroom and Campus Upgrade Projects and Amend the Facilities Services Division Strategic Execution Plan to Incorporate Therein**  
**Presenters: Mark Cho, Deputy Director of Facilities Maintenance & Operations, FSD**

Mr. Cho presented Two Early Education Center Outdoor Classroom and Campus Upgrade Projects and Amend the Facilities Services Division Strategic Execution Plan to Incorporate Therein at Collins EEC (\$6 million) and Glenfeliz Boulevard EEC (\$9 million). He stated that these projects focused on adding outdoor activity stations and addressed deteriorated infrastructure that included heating, ventilation, and air conditioning (HVAC), roofing, playgrounds, drinking water stations and ADA compliance. He said that both projects would increase green spaces with an anticipated completion in the first quarter of 2028. He reported that similar projects had been completed at other EECs for a total of 50 outdoor learning upgrade projects: 18 completed (pictures of some projects shown), 12 in construction, 12 in Division of the State Architect review (DSA) and six in the design phase. Please refer to Board Report No. 054-24/25 for further detailed information.

There was a question related to the number of remaining centers that had not had upgrades and whether there was a plan for equity. There was a comment supporting Early Education Center Outdoor Classroom and Campus Upgrades and observed the evident impact of such a project when visiting a completed site. There was a second comment commending the program for upgrading the EEC play yards but wishing this could also be done at elementary and secondary schools. There was a question related to shade over play structures.

Mr. Boggio made a motion to approve Resolution 2024-31.

Mr. Pansky seconded.

**01:51:38** Mr. Hamner asked Mr. Popejoy to conduct a roll call vote.

**Ayes: 12** – Ms. Bell, Ms. Betts, Mr. Boggio, Mr. Hamner, Ms. Lewis, Mr. MacFarlane, Ms. McDowell, Mr. Mello, Mr. Pansky, Ms. Ramirez, Mr. Ross, Dr. Rowles.

**Nays: 0**

**Abstentions: 0**

**Absences: 1** – Mr. Campbell.

**Resolution 2024-31 passed.**

**01:52:37** **Agenda Item 7. 13 Board District Priority and Region Priority Projects and Amend the Facilities Services Division Strategic Execution Plan to Incorporate Therein**  
**Presenters: Mark Cho, Deputy Director of Facilities Maintenance & Operations, FSD**

[Ms. Lewis left the meeting]

Mr. Cho presented 13 Board District Priority and Region Priority Projects and Amendment to the Facilities Services Division Strategic Execution Plan. He provided a brief description, budget and construction schedule for each proposed project. The total combined budget was approximately \$708,587. The projects included four fencing projects, six furniture projects, one greening project, one lighting system project, and one electronic free-standing marquee project. He provided further details on the proposed new landscaping and irrigation project at Westside Global Awareness Magnet. Please refer to Board Report No. 063-24/25 for further detailed information.

There were questions related to additional information for the pedestrian gate at Hollywood Elementary School and furniture for the project at Sylmar Charter High School. There was a request for a monthly update on project expenditures from the annual allocation that Board Districts and Regions use for priority funding.

Mr. Pansky made a motion to approve Resolution 2024-32.

Dr. Rowles seconded.

**01:59:03** Mr. Hamner asked Mr. Popejoy to conduct a roll call vote.

**Ayes: 11** – Ms. Bell, Ms. Betts, Mr. Boggio, Mr. Hamner, Mr. MacFarlane, Ms. McDowell, Mr. Mello, Mr. Pansky, Ms. Ramirez, Mr. Ross, Dr. Rowles.

**Nays: 0**

**Abstentions: 0**

**Absences: 2** - Mr. Campbell, Ms. Lewis

**Resolution 2024-32 passed.**

02:00:04 **Agenda Item 8. Chief Facilities Executive's Report (Information Only)**  
**Presenter: Krisztina Tokes, Chief Facilities Executive, FSD**

Ms. Tokes, Chief Facilities Executive, began her presentation addressing a news article related to the classroom replacement project at Ivanhoe Elementary School. She explained that the project aimed to replace outdated Department of Housing (DOH) relocatable buildings to comply with California Education Code 17292 mandating their removal by 2015. She stated that the Ivanhoe project was one of 13 in a Districtwide compliance plan consisting of classroom removals, construction of 15 classrooms to support instructional needs, special services, ADA upgrades, landscaping improvements, and accessible parking at a budget of \$64M. She reported that the project was at 30% completion, and similar projects were underway across the District.

Ms. Tokes shared that during construction for a comprehensive modernization at San Pedro High School, a significant archeological discovery was made uncovering 9-million-year-old marine fossils, including shark teeth and whale bones. She informed that the discovery has spurred interest in paleontology among students and has attracted international attention. She also stated that the Natural History Museum and students are actively participating in studies related to these findings and showcasing the educational impact of the project. She presented a short [video](#) highlighting the discovery.

There was a question related to concerns stated in the news article regarding diversity and enrollment at nearby schools, upgrades to other schools, decision-making for shade structures at some of the new construction projects, standard for shades in new construction projects. There was a comment of appreciation for providing information about the Ivanhoe project.

Ms. Tokes said she would find out if the play structure projects in progress she presented would incorporate shade structures.

02:20:08 **Agenda Item 9. ITS BOC Quarterly Program Status Report Q2 2024 (April 1 – June 30, 2024) (Information Only)**  
**Presenter: Monica Nolen, Director of IT Project Management, ITS**

Monica Nolen, Director of IT Project Management, presented the Bond Oversight Committee (BOC) quarterly report for Q2 2024, covering April 1 through June 30, 2024. Her report provided updates on six key projects:

- **Audio-Visual Communication Systems at Marlton School:** The project aims to modernize the school's AV systems, integrating them with local and wireless networks. In Q2 2024, the Board of Education approved the project, and the team began developing the detailed scope and initiating procurement. Due to additional legal and staff reviews, the procurement timeline was extended to 2025 without budget impacts. Completion is expected in Q3 2026.
- **Disaster Recovery and Business Continuity Project:** The cloud hybrid disaster recovery solution has been substantially completed and stabilized, allowing the District to manage critical systems during emergencies. The project has now transitioned to operations, and a closeout presentation will follow by Ed Romero (agenda item #10).
- **Radio Systems Modernization:** This project upgrades the District's radio systems for improved communication among school police, transportation, and emergency services. Core equipment installation is complete, and 1,530 of 1,751 mobile radios have been installed in buses and police cars. The project remains in "yellow" status due to delays in accessing one tower site.
- **School Network Systems Upgrade, Phase One:** The project to modernize network, telephone, and public address systems at 154 school sites was completed, exceeding the target for Q2 2024. The next focus will be the installation of equipment to support ShakeAlert and multicast broadcasting, anticipated to finish by Q2 2025.
- **Telecom and Network Upgrades at 83 School Sites:** The project aims to replace outdated systems at 83 schools and deploy equipment for ShakeAlert and multicast. Procurement began in Q2 2024, with installation planned for Q4 2024.
- **Wireless Network Upgrade at 160 Sites:** This project replaced failing wireless systems and routers at 160 sites. The router upgrade at 59 schools was completed in Q2 2024, marking substantial completion of the wireless network project.

There was a question to clarify whether there was another audio-visual communications project similar to Marlton School in the District.

02:28:25 **Agenda Item 10. Closeout Presentation for the Disaster Recovery and Business Continuity Project (Information Only)**  
**Presenter: Eddard Romero, Sr. Administrator, IT infrastructure**

Eddard Romero, Senior Administrator, IT Infrastructure, presented the Phase 2 Closeout of the Disaster Recovery and Business Continuity (DRBC) project. He stated that the project objective was to establish a secondary failover site at a District-owned location for disaster recovery while initially planning a tertiary site out-of-state for additional backup. He indicated that the project was completed under budget, and remaining bond funds would be returned to the School Upgrade Program (SUP) for reallocation.

Mr. Romero explained the timeline (below) with the adoption of DRBC Phase 2 on April 24, 2014, and the selection of the EcoPOD modular data center at a District location on May 7, 2014. He stated that the EcoPOD was fully deployed by 2016, and in December 2017, a vendor was onboarded for an automated disaster recovery solution. Following recommendations from a District efficiency study by Ernst & Young in 2019, the District transitioned to a cloud-based disaster recovery solution, ending the previous vendor's contract and onboarding a new one by December 2019.



Mr. Romero said that by 2021, the EcoPOD became the District's primary data center, and in June 2024, the failover site to the new cloud disaster recovery solution was completed. He reported that key milestones included commissioning a disaster recovery site in 2016 adopting emerging technologies and moving workloads from the legacy Beaudry data center to the new EcoPOD.

Mr. Romero concluded his presentation with images of the EcoPOD and a summary of the District's disaster recovery journey, which evolved from using off-site tape backups to a modern cloud-based solution.

There were no questions for Mr. Romero.

**02:37:03 Agenda Item 11. Discussion of Non-Agenda Matters**

No other announcements. Mr. Hamner thanked BOC members, District Staff, and the public for their participation and adjourned the meeting at 12:40 p.m.

Minutes of October 10, 2024, approved per School Construction Bond Citizens' Oversight Committee.

/Samantha Rowles/  
Dr. Samantha Rowles, Secretary