

Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

Surplus Property (“7/11”) Committee Application Form

Pursuant to Education Code Section 17388, before excess real property is sold or leased, the Governing Board of a school district must appoint an Advisory Committee to advise the Governing Board on the disposition of the property. Education Code Section 17389 requires that the Advisory Committee be composed of not less than seven (7) and no more than eleven (11) members, and must be representative of specific groups within the community. This commonly is called a Surplus Property “7-11” Committee.

The Burbank Unified School District (“District”) is currently forming a Surplus Property “7-11” Committee. If you would like to participate and are qualified, we invite you to apply to be a member of the Committee. The purpose of this Committee is to review and analyze District property to determine whether it should be designated as surplus and, if so, what the District should do with the property. Specifically, the Committee will be reviewing the following properties: 1) property located at 223 E Santa Anita Avenue, Burbank, CA 91502 known as the Burbank Community Day School and 2) parking lot property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue, in the City of the Burbank consisting of approximately 104 parking spaces (collectively, the “Properties”)

The Committee will establish a priority list for the use(s) of the Properties, consider community input on acceptable uses, and forward its recommendations to the Governing Board. The Governing Board will then consider the Committee’s recommendations and decide what to do with the Properties. To this end, the District is soliciting applications from the residents within the District’s boundaries for the formation of the District’s Surplus Property “7-11” Committee. Members of the Committee serve only on a voluntary basis.

NOTE: To be considered for membership, applicants must live within Burbank Unified School District boundaries, but cannot own properties within 500 feet of the Property.

If you are interested, please complete the following information and submit a brief statement as to why you are interested in participating on the Committee, how your background and/or experiences will assist the Committee, and any clarifying information as to the categories you have selected to represent:

GENERAL INFORMATION

Applicant's Name: _____

Address of Residence: _____

Phone: _____

E-mail: _____

EMPLOYMENT INFORMATION:

Name of Employer: _____

Occupation: _____

Work Address: _____

Work Telephone: _____

QUALIFICATIONS:

Please check all of the categories that you are qualified to represent:

(a) _____ One or more of the following groups that are part of the composition of the District

1) _____ Ethnicity

(Optional) Identify Ethnicity:

African American ___ Asian ___ Hispanic ___ Caucasian ___ Other ___

2) _____ Age Group

(Optional) Identify Age Group:

18-39 _____ 40-59 _____ 60+ _____

3) _____ Socio-economic group

(Optional) Identify Socio-economic group:

Lower _____ Middle _____ Upper _____

- (b) _____ Member of Business Community
- (c) _____ Landowner or renter
- (d) _____ Teacher
- (e) _____ Administrator
- (f) _____ Parents of student
- (g) _____ Person with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions in District boundaries.

Please indicate if you have experience in the fields listed below and list any skills or knowledge in those areas.

- Environmental impact
- Legal contracts
- Building codes
- Land use planning

ADDITIONAL INFORMATION:

1. Do you own any property within 500 feet of the Property, located at the addresses above?
 - Yes No
2. Are you able to meet 1-2 times a month between **January 2025 – April 2025?**
 - Yes No
3. Are you able to meet during the day?
 - Yes No
4. Are you able to meet in the evenings beginning at 5:00 p.m.?
 - Yes No
5. Members of the Committee may be required to file financial disclosure/conflict of interest statements pursuant to rules and forms established by the Fair Political Practices Commission. Are you willing to file such financial disclosure statement if selected to be a member of the Committee?
 - Yes No

CERTIFICATE OF APPLICANT:

All answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature

Date

PLEASE RETURN COMPLETED APPLICATION BY 12:00 PM, December 10, 2024 by mailing, dropping off, or emailing your application to the District as follows:

Terri Ramirez-Adams
Senior Administrative Assistant
Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506

Email: terriramirezadams@burbankusd.org

An online application is available at www.burbankusd.org.

THANK YOU FOR YOUR INTEREST IN SERVING