

**Burbank Unified School District
Administrative Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Andrew Cantwell, Assistant Superintendent, Administrative Services

PREPARED BY: Andrew Cantwell, Assistant Superintendent, Administrative Services

SUBMITTED BY: Terri Ramirez-Adams, Senior Administrative Secretary

DATE: February 6, 2025

SUBJECT: Appointment of Committee Members and Chair to the Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387

Background:

The Board of Education of the Burbank Unified School District (District) is responsible for ensuring appropriate asset management of the District's real property and facilities. District staff has identified the following properties (the Properties) as potential "surplus properties" since they are properties which are not, or will not be, needed by the District for educational or operational uses.

1. Property located at 223 E Santa Anita Avenue, Burbank, CA 91502 known as the Burbank Community Day School.
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.

Pursuant to the California Education Code and Government Code, on November 7, 2024, the Governing Board called for the formation of a surplus property advisory committee (commonly referred to as a 7-11 Committee) pursuant to Education Code § 17388, et seq. (Advisory Committee), to advise the Governing Board about the use or disposition of property which is not needed for school purposes.

Discussion/Issues:

The Advisory Committee must consist of not less than seven (7) and not more than eleven (11) members, and must be represented by each of the following:

- The ethnic, age group, and socioeconomic composition of the District.
- The business community, such as store owners, managers, or supervisors.
- Landowners or renters, with preference to be given to representatives of neighborhood associations.
- Teachers
- Administrators
- Parents of students
- Persons 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 restriction of the cities or cities and counties in which surplus space and real property is located.

The Advisory Committee must perform the following duties:

- Review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property.
- Establish a priority list of use of surplus space and real property that will be acceptable to the community.
- Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings for community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Education Code § 17458.
- Make a final determination of limits of tolerance of use of space and real property.
- Forward to the District's Governing Board a report recommending uses of surplus space and real property.

In December 2024, the District received 25 applications from interested applicants to serve on the committee. A review team consisting of two Board members and two administrators reviewed every application and recommend the following appointments:

- **Justin Robertson - Chair** (Parent and person with expertise on land use planning and environmental impact)
- **Melissa Ximena Golebiowski** (renter and parent)
- **Chantal Sampogna** (Parent and Administrative Law Judge, person with expertise on legal contracts)
- **Tyler Bonstead** (property owner, parent, and Transportation planner, person with expertise in environmental impact and legal contracts)
- **Naomi Park** (member of business community and parent)
- **Hugo Maldonado** (Parks & Recreation Assistant Director, parent, person with expertise in environmental impact, legal contracts, building codes, and land use planning)
- **Andre Dionysian** (person with expertise in land use planning)
- **Eric Carter** (Burbank Teacher Association rep)
- **Peter Knapik** (Administrator)

Financial Impact:

None.

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education appoint the above-listed applicants to serve on the Surplus Property Advisory Committee (7-11 Committee), as presented.