

**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: Terri Ramirez Adams, Senior Administrative Secretary

SUBMITTED BY: Terri Ramirez-Adams, Senior Administrative Secretary

DATE: November 7, 2024

SUBJECT: Adoption of Resolution 11 – Authorizing the Formation of a 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, there are certain procedural requirements that the District must follow prior to declaring any real property surplus and offering such property for sale or lease. The Governing Board is required to form 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 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.

**Financial Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.



## RESOLUTION NO. 11

### A RESOLUTION AUTHORIZING THE FORMATION OF A SURPLUS PROPERTY ADVISORY COMMITTEE (7-11 COMMITTEE) PURSUANT TO CALIFORNIA EDUCATION CODE § 17387, ET SEQ.

---

**WHEREAS**, 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;

**WHEREAS**, the District owns 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”);

**WHEREAS**, District staff has identified the Properties as potential “surplus properties” since they are properties which is not, or will not be, needed by the District for educational or operational uses;

**WHEREAS**, pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow prior to declaring any real property surplus and offering such property for sale or lease;

**WHEREAS**, prior to disposing of excess real properties, the Governing Board is required to form a surplus property advisory committee (commonly referred to as a 7-11 Committee) pursuant to Education Code § 17388, *et seq.* (hereinafter the “Advisory Committee”), to advise the Governing Board about the use or disposition of property which is not needed for school purposes;

**WHEREAS**, Education Code § 17389 states that such an 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: (a) the ethnic, age group, and socioeconomic composition of the District; (b) the business community, such as store owners, managers, or supervisors; (c) landowners or renters, with preference to be given to representatives of neighborhood associations; (d) teachers; (e) administrators; (f) parents of students; and (g) 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;

**WHEREAS**, pursuant to Education Code § 17390, such an Advisory Committee must undertake the following duties: (a) review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property; (b) establish a priority list of use of surplus space and real property that will be acceptable to the community; (c) 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; (d) make a final determination of limits of tolerance of use of space and real property; and (e) forward to the District's Governing Board a report recommending uses of surplus space and real property; and

**WHEREAS**, the Board of Education desires to appoint an Advisory Committee pursuant to Education Code § 17388, *et seq.*, to undertake such duties and assess the Properties (or any other property which may be subsequently added to the Committee's purview by the Board).

**NOW, THEREFORE, THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

- Section 1.** That the above recitals are true.
- Section 2.** That the Board authorizes the formation of an Advisory Committee pursuant to Education Code § 17388, *et seq.*
- Section 3.** That the Board delegates to the Superintendent, or a designee, the authority to select seven to eleven community members to serve on the proposed Advisory Committee.
- Section 4.** That the Superintendent, or a designee, may identify potential Advisory Committee members by circulating an application throughout the community seeking individuals interested in serving on the Advisory Committee.
- Section 5.** That the Superintendent, or a designee, may review the submitted applications and select members of the Advisory Committee based on the requirements of Education Code § 17389.
- Section 6.** That the Board will review and may ratify the proposed members of the Advisory Committee at a future Board meeting.
- Section 7.** That the Board authorizes the Superintendent, or a designee, to establish the workings of the Advisory Committee, set a schedule and commence the required meetings in accordance with the provisions of Education Code § 17387, *et seq.*, and direct the Advisory Committee to complete its duties as set forth in Education Code § 17390, including the preparation of the report and recommendations referenced in § 17390 to be presented to the Board for future consideration, and the Board may then decide whether and how it wishes to proceed with such recommendations, or whether to declare the Properties to be "surplus property."
- Section 8.** That the delegation of authority approved by this Resolution shall be valid unless later rescinded by the Board.
- Section 9.** That this Resolution shall take effect upon adoption.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of November, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
President, Board of Education

Attest:

By: \_\_\_\_\_  
Clerk of the Board of Education