

**BURBANK UNIFIED SCHOOL DISTRICT**  
**SURPLUS PROPERTY ADVISORY (“7-11”) COMMITTEE**

February 27, 2025

**Minutes**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

*The meeting was called to order by Committee Chair, Justin Robertson at 6:07 p.m.  
The pledge of allegiance was led by Justin Robertson.*

2. ROLL Call – *Quorum Established*

**Members Present:**

- **Justin Robertson - Chair**
- **Melissa Ximena Golebiowski**
- **Chantal Sampogna**
- **Tyler Bonstead**
- **Hugo Maldonado**
- **Eric Carter**
- **Peter Knapik**

**Members Absent:**

- **Naomi Park**
- **Andre Dionysian**

3. APPROVAL OF MINUTES

*None to approve.*

4. PUBLIC COMMENT (No more than two (2) minutes may be allotted to each speaker)

*There was no one present who wished to address the committee*

5. NEW AND/OR UNFINISHED BUSINESS

- Introduction of Members  
*Committee members present introduced themselves and provided a brief background of their experience.*
- Committee Orientation  
*Andrew Cantwell – District Administrator/Committee Facilitator introduced himself and provided an overview of his previous experience with 7-11 committees.  
Committee being asked to consider two properties*
  - *Parking lot*
  - *Recently closed alternative school*
- Brown Act Review - *Committee was formally appointed by the Board of Education.*
  - *Mr. Cantwell reviewed a two page informational flyer provided by one of the Law Firms contracted by BUSD.*

- Review Committee Task – *Provided a copy of the Atkinson, Andelson, Loya, Ruud & Romo presentation from the November 7, 2024 Board meeting. Reviewed key points of presentation.*
- Introduction to Properties
  - Parking Lot – 348 Palm Avenue, Burbank CA (Palm/Glenoaks/Orange Grove)*
    - *City has publicly shared interest in the parking lot*
    - *Just reentered into 25 year extension that we can only exit with a sale*
- CDS – (previously referred to as Miller Kinder)
  - *LA Valley Community College is interested in finding a space in the community for lease or sale*
  - *Purchased this property through redevelopment program*
- Questions / Committee Thoughts:
  - *If leased who is in charge of maintenance? Response: Depends on the structure of the lease*
  - *Are there zoning restrictions? Response: If property sold as is, City Zoning/Building codes do not apply to district*
  - *Will committee be given proposals for CDS Property with dollars tied to it? Response: Valuation – Highest/Best Use. Low income / cost estimates not likely that granular.*
  - *Will committee have financials for consideration? Response: Parking lot is approximately 5-6 million dollars. Did not share CDS because it was low, currently working with appraiser.*
  - *Are there any other Surplus Properties? Response: No other surplus properties, everything the district owns is connected to a school site.*
  - *Will BUSD use General Fund for Capital? Response: Extending Facility Funds helps general fund. No time limitation on funds from the sale proceeds.*
  - *Committee would like to know ideas by district staff for the property or funds from the sale of the property.*

#### 6. ITEMS FOR FUTURE AGENDA

- Provide Property Valuation
- State of District Budget
- Where could sale funds potentially go? / Need of District

7. NEXT MEETING is scheduled for March 26, 2025

#### 8. ADJOURNMENT

The meeting was adjourned by the Committee Chair Justin Robertson at 7:23 pm