



## **7–11 Committee on District Property—Member Recruitment Packet**

In an effort to generate additional revenue, the West Contra Costa Unified School District (WCCUSD) is exploring how to better utilize its assets. Therefore, the district previously formed what is referred to as a "7–11 Committee" (Committee). The Committee's membership has fallen below the required number required by statute, and the District is reopening an application period. If you are qualified and would like to participate, please apply to be a Committee member.

### Purpose of the 7–11 Committee

The purpose of the Committee is to review and analyze real property that is owned by WCCUSD and to determine what real property could be designated as "excess" or "surplus" because it will not be needed for school purposes. The Committee will then present a report to the Board of Education (Board) recommending uses for the surplus property or how to dispose of the property (e.g., sale, lease, exchange, etc.). This is an important task and the district is looking for highly qualified, capable, and committed individuals to be members of the Committee.

Under California law (Education Code Section [EC §] 17389), the Committee must have at least seven (7) members and no more than eleven (11) members and contain persons who can be representative of 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;
- 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 restrictions of the cities or cities and counties in which surplus space and real property is located.

### **California law also designates the specific duties of a 7-11 Committee (EC § 17390) as follows:**

- 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 or 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 Section 17458;
- d. Make a final determination of limits of tolerance of use of space and real property;
- e. Forward to the Board a report recommending uses of surplus space and real property.

## Committee Meetings & Timeline

It is expected that the Committee will be in place by April 15th. The committee meetings will be public meetings in accordance with the Brown Act and held at the Facilities Operations Center at 1400 Marina Way South Richmond, CA 94804. The meetings were previously scheduled for Tuesday evenings at 6:00pm. When the committee membership is established, the meeting dates will be finalized.

It is anticipated that the Committee's report will be provided to the Board of Education meeting in the summer or early fall.

## 7-11 Committee Membership Recruitment and Application

Members of the Committee serve only on a voluntary basis.

This recruitment packet includes the application for serving on the West Contra Costa USD 7-11 Committee.

## **Application submittal deadline: Friday, March 20, 2026, 3:00 p.m.**

Applications are to be submitted to: Ellen Mejia Hooper at [ellen.mejiahooper@wccusd.net](mailto:ellen.mejiahooper@wccusd.net)

District Administration will submit committee membership recommendations to the Board of Education on April 15<sup>th</sup>.

For questions, please contact either Jeff Carter at [jcarter@wccusd.net](mailto:jcarter@wccusd.net) or Ellen Mejia Hooper at [ellen.mejiahooper@wccusd.net](mailto:ellen.mejiahooper@wccusd.net).



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

### 7-11 Committee on Surplus District Property

#### Application

**Please Print**

1. Full Name

2. Home Address

3. Mailing Address (if different)

4. E-Mail Address

5. Home Phone (w/ Area Code)

6. Cell Phone (w/ Area Code)

7. Category under which you are eligible to apply (**check all categories that apply**)

- Business community member, such as store owner, manager or supervisor. Name of business organization you are active in:
  
- Landowner or renter, with preference given to representatives of neighborhood associations. Name of neighborhood association, if any, you are active in:
  
- Teacher/Administrator  
Work Site:
  
- Parent /guardian of at least one child currently enrolled in a school in the district.  
Name of your child(ren) and school(s) he/she is enrolled in:

- 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 of the cities or cities and counties in which surplus space and real property is located.

Describe your area of expertise:

8. Please indicate below why you are interested in serving on the West Contra Costa Unified School District 7-11 Committee. Attach additional page if needed.

### **Application Process**

**Completed applications must be received by no later than 3:00 p.m. on Friday March 20, 2026 to [ellen.mejiahooper@wccusd.net](mailto:ellen.mejiahooper@wccusd.net)**

Application can also be mailed or delivered to: 7–11 Advisory Committee

c/o Ellen Mejia Hooper  
Facilities  
West Contra Costa Unified School District  
1400 Marina Way South  
Richmond, CA 94804