



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

*Office of the Deputy Superintendent
District Operations Center
750 Mitchell Road
Newbury Park, CA 91362*

Surplus Property (“7/11”) Committee Application

Pursuant to Education Code Section 17388, before excess real estate 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. This commonly is called a Surplus Property “7-11” Committee. The Committee will review the use(s) of the Property, 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 Property.

Under California law (Education Code Section 17389), the Surplus Property “7-11” Committee must 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.

Education Code Section 17390 designates the specific duties of a 7-11 Committee 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 of Trustees a report recommending uses of surplus space and real property.

Tentative Committee Meetings & Timeline

All Committee meetings, proceedings, and deliberations will be open to the public. Meetings have been tentatively scheduled from 3:30 pm to 5:00 p.m. as follows:

- January 29, 2025 - First meeting (organizational meeting)
- February 26, 2025 - Second meeting
- March 26, 2025 - Third meeting
- April 30, 2025 - Final meeting

Meeting dates are subject to change. In the event of a change, District Administration will contact members of the Committee.

It is anticipated that the Committee's report will be submitted to the Board of Trustees no later than the Board's June 18, 2025 meeting.

Application submittal deadline: December 20, 2024, at 12:00pm.

If you would like to volunteer, participate and are qualified, we invite you to apply to be a member of the Committee. Specifically, the Committee will be reviewing the following properties:

1. Triunfo School – 975 Evenstar Ave, Westlake Village CA 91361
2. 703 Rancho Conejo Road, Newbury Park CA 91320
3. 711 Rancho Conejo Road, Newbury Park CA 91320

NOTE: To be considered for membership, applicants must live within Conejo Valley 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 Name: _____

Address of Residence: _____

Phone: _____ E-mail: _____

EMPLOYMENT INFORMATION:

Name of Employer: _____

Occupation: _____

Work Address: _____

Work Telephone: _____

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 and Assignment:

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:

Please indicate below why you are interested in serving on the Conejo Valley Unified School District Surplus Property (7-11) Advisory Committee. Attach additional page if needed.

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 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

Describe your area of expertise:

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 1-4 times between January 2025 and April 2025 from 3:30 p.m. to 5:00 p.m. in person at District Offices?
☐ Yes ☐ No
3. 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 20, 2024 by mailing, dropping off, or emailing your application to the District as follows:

Dr. Victor Hayek, Deputy Superintendent, Business Services
Conejo Valley Unified School District
750 Mitchell Road
Newbury Park, CA 91320

OR

Email to Tamara Tuell, Senior Administrative Assistant ttuell@conejousd.org

Thank you for your interest in serving the Conejo Valley Unified School District Community.