



Disposal of Obsolete Materials and Supplies Policy

PURPOSE

Albert Einstein Academies (“AEA” or the “School”) recognizes its responsibility to maintain sound stewardship over school property while advancing its educational and charitable mission. This policy authorizes and guides the disposal of AEA’s obsolete items and materials in a manner that serves the School’s public, charitable, and educational purposes.

DEFINITIONS

- **Obsolete Item or Material:** Non-electronic supplies, equipment, or other personal property determined by the Superintendent or designee to be no longer necessary for use in AEA’s educational program. For electronic items, materials are considered obsolete if they were purchased or acquired more than four (4) years prior, or are otherwise no longer serviceable for AEA's operational needs.
- **Disposal:** The permanent removal of Obsolete Items or Materials through sale, donation, recycling, discarding, or other appropriate methods.

GENERAL PROVISIONS

All disposal of Obsolete Items or Materials shall follow this policy. The Superintendent or designee is responsible for identifying obsolete materials and carrying out their disposal in alignment with AEA’s mission and all applicable laws.

DISPOSAL PROCEDURES

1. Identification & Valuation



The Superintendent or designee will:

- Identify Obsolete Items or Materials.
- Determine their serviceability and general market value, as needed, using reasonable internal or third-party assessment tools.

2. **Sale of Obsolete Items or Materials**

- The Superintendent or designee shall offer the Obsolete Item or Material for purchase to students of AEA and their families at the reasonable market value determined under this policy.
- If the Obsolete Item or Material is not acquired by AEA students or families, the Superintendent or designee shall seek to liquidate the Obsolete Item or Material through an auctioneer or clearinghouse, or otherwise offer the items to the general public, if economically viable.

3. **Secondary Option**

If the Obsolete Item or Material is not otherwise liquidated (i.e., no reasonable offers to purchase or not economically viable to auction or sell), the Superintendent or designee shall seek to donate the Obsolete Item or Material to a charitable non-profit organization, prioritizing the local community. AEA prioritizes the **donation** of obsolete but still serviceable items to:

- Charitable nonprofit organizations that have been recognized as tax-exempt pursuant to IRC 501(c)(3) and serve a purpose similar to AEA. Donations may be made to other charitable organizations aligned with AEA's values.
- Programs operated by nonprofit organizations recognized as tax-exempt pursuant to IRC 501(c)(3) and supporting educational, technological, and community development efforts, particularly in underserved areas.

4. **Recycle or Discarding of Obsolete Item or Material**



If donation is not feasible (e.g., items are not accepted or viable for reuse), the Superintendent or designee may recycle or responsibly discard the items following applicable federal and state regulations.

4. Data Security

All memory-containing devices must be securely wiped of data prior to disposal. This includes decoupling devices from cloud-based management systems and conducting appropriate digital sanitation.

5. Storage and Readiness

Devices approved for disposal will be securely stored and clearly labeled pending coordination with purchasers and recipient organizations.

6. Transparency & Reporting

The Superintendent or designee shall document all donations and present periodic updates to the Board of Trustees for significant donations. These may be included in board reports, newsletters, or community updates to celebrate AEA's charitable impact.

LEGAL COMPLIANCE

AEA will comply with all relevant federal, state, and local laws governing the disposition of public assets and electronic waste. Nothing in this policy shall authorize actions that violate such laws.

BOARD APPROVED POLICY

Approved and Adopted: 8/6/2025

Revised: