



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Pam Carman, Director of Finance & Operations
Paul Sparby, Waconia High School Principal
Tim Bisek, Director of Buildings & Grounds

DATE: September 8, 2025

SUBJECT: Donation - CNC Table for Waconia High School Industrial Technology

Purpose

The purpose of this memo is to provide the Finance Committee with background information and request feedback regarding the acceptance of a CNC table donation for Waconia High School. Following evaluation and confirmation of its condition by Waconia Sackett, we recommend moving forward with accepting this donation. While the equipment itself is a generous contribution, installation requires ventilation upgrades estimated at \$4,000–\$8,000. Because this donation will necessitate a district investment, we believe it is best practice to bring it to the Finance Committee first for review prior to advancing to the full School Board.

Background and Equipment Information

This donation opportunity arose through a community connection.

- **Donor Information:**
Audio Video – Legrand
6436 City West Parkway
Eden Prairie, MN 55344
- **Donor's Relationship with ISD 110:**
Several parents of ISD 110 students are employed at Legrand, and the connection to Waconia Public Schools came through those relationships.
- **Equipment Description:**
Hornet SS 5 ft. x 10 ft. CNC Table
Manufacturer: Retro Systems
Year: 2015 | Age: 10 years | Estimated minimal use
Donor-provided demonstration confirmed excellent working condition.

- **Estimated Value:**
New – \$69,475
Used – \$50,000
Delivery costs are also covered by donor.
- **Evaluation of Equipment:**
Sackett-Waconia assisted the district in evaluating the equipment to ensure suitability and safety for student use.

Instructional Use

The CNC table will serve as a significant enhancement to the Industrial Technology curriculum and will also provide opportunities for integration with the Entrepreneurship program. Students will gain hands-on experience in advanced manufacturing and design processes, and products developed through Entrepreneurship sales may be fabricated using this equipment. This aligns directly with district goals of expanding real-world learning opportunities and career readiness pathways.

Funding

To make the CNC table operational in the high school setting, ventilation upgrades are required. The estimated cost for these ventilation upgrades is between \$4,000-\$8,000

- The first \$6,000 (if applicable) will be covered:
 - 50% from the High School Capital Budget
 - 50% from the Entrepreneurship fund balance
- Any costs exceeding \$6,000 will be supported by the Long-Term Facilities Maintenance (LTFM) budget.

Next Steps

- Finance Committee review and feedback regarding funding approach and donation acceptance.
- Pending Finance Committee recommendation, bring donation forward to the full School Board for approval.

Recommendation

This donation represents a high-value investment in student learning at a minimal cost to the district. We recommend moving this donation forward for Board approval. We extend appreciation to Audio Video – Legrand for their generosity and to Waconia Sackett for their assistance in evaluating the equipment.



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Pam Carman, Director of Finance & Operations
Tim Bisek, Director of Buildings & Grounds

DATE: December 8, 2025

SUBJECT: Donation - CNC Table for Waconia High School Industrial Technology

Purpose

The purpose of this memo is to provide the School Board with an update regarding the proposed donation of a CNC table to Waconia High School and to outline the associated ventilation requirements and funding plan. A detailed overview of the equipment, instructional value, and initial evaluation was presented to the Finance & Facilities Committee on September 8, 2025 (attached).

Summary of Donation

- Donor: Audio Video – Legrand
- Equipment: Hornet SS 5' x 10' CNC Table (Retro Systems, 2015)
- Estimated Value: ~\$50,000 used (new value \$69,475)
- Delivery: Covered by donor
- Condition: Excellent; confirmed through demonstration and third-party evaluation by Sackett-Waconia

This donation represents a significant enhancement to the Industrial Technology program and provides expanded opportunities for integration with the Entrepreneurship program, aligning with ISD 110's career and technical education goals.

Ventilation Needs & Funding Plan

1. Ventilation Required for CNC Operation (Donation-Related)

As outlined in the Finance Committee memo (Attachment A), the CNC table requires specific ventilation enhancements to operate safely in the Industrial Technology space.

- **Estimated Cost:** \$4,000–\$8,000
- **Funding Plan for First \$6,000:**
 - 50% – WHS Capital Budget
 - 50% – Entrepreneurship Fund Balance
- **Any Amount Above \$6,000:** LTFM

2. Additional Ventilation Repairs (Not Related to Donation)

During the ventilation assessment conducted as part of due diligence, Buildings & Grounds identified other ventilation deficiencies in the Industrial Technology area that pose safety concerns for existing instructional activities. These repairs:

- Are not caused by the CNC table
- Are not required because of the donation
- Are necessary regardless, to ensure a safe and compliant instructional environment

Estimated Range: \$28,000 - \$38,000

Funding Source: LTFM

These repairs will proceed independently of the donation and are being noted here for transparency.

Next Steps

We are seeking the Finance Committee's guidance related to:

- Including the Donation Acceptance Form on the Consent Agenda as an action item on the December 15, 2025 Board meeting, and
- What key information should be shared with the full School Board to support a clear and informed acceptance related to this donation

Your feedback will help ensure the donation is processed in a transparent and well-aligned manner.