

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 11/25/25



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**Recognition:**   ☐ Students                      ☒ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State                      ☒ Travel In State                      ☐ Approvals  
                    ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
                    This action request pertains to   ☐ Elementary (only)                      ☒ High School/District Wide

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**Date:**    11/17/25

**To:**        Rebecca Rappold  
              **Superintendent**

**From:**    Reid Reagan  
**Title:**     Maint/Facilities Director

**Subject:** **In State Travel: 2025 Boiler Course Kalispell, MT**

**Description:** Requesting travel to attend the 2025 Boiler Course in Kalispell, MT on 12/1/25-12/4/25.

**Financial Impact:** \$1,408.64

**Funding Source (Budget/grant, etc.):** 126/226.94.166.2620.582

**Attachment(s):**

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** .....

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

**BROWNING PUBLIC SCHOOLS**  
**Leave Report/Travel Request**

Employee Name Reid Reagan

Employee # \_\_\_\_\_

Building Maintenance/Facilities

Substitute Name \_\_\_\_\_

**LEAVE REPORT**

**Date of Leave**

**Hours**

**Type of Leave**

12/1/25  
12/2/25-12/3/25

5hrs  
16hrs

SR  
SR

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

☒ Approved; Condition upon the specific leave being available for the specific employee ☐ Not Approved

Principal/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual  
SL Sick Leave  
\*\*\*EX/SR Extra-Curricular/School Related

PL Personal Leave  
JD Jury Duty (attach verification)  
NG National Guard  
FN Funeral \_\_\_\_\_  
(Master Contract) Relationship)

ALWO Approved Leave W/O Pay  
ULWO Unapproved Leave w/o Pay  
SWP Suspended w/Pay  
SWOP Suspended w/o Pay

\*\*\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location

**TRAVEL REQUEST** (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop 2025 Boiler Course

Attach Brochure/Agenda

Location Kalispell, MT

Departure Date 12/1/25

Return Date 12/3/25

Departure Time 12:00 pm

Return Time 6:00 pm

Transportation: ☐ Personal Vehicle

Mileage \_\_\_\_\_ = \_\_\_\_\_

☒ District Vehicle

Per Diem 2D@\$51+\$1D@\$20=\$122.00

☐ Professional Development

☐ Registration PO#66212 = \$1,000.00

☒ Hotel PO# = \$286.64

☐ Other PO# Airline = \$

☐ Other PO# Baggage = \$

**Sub Total \$1,408.64**

Budget 126.94.166.2620.582 (70%)

226.94.166.2620.582 (30%)

**Check Total \$122.00**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

Final

Partial:

MasterCard? Y N

## BOILER CLASS

## INVOICE

ROBERT BACK  
1011 Victory Lane  
Kalispell, MT 59901  
Cell: 406-868-8790

Card#

Vendor#

PO#

10172

66212

INVOICE # 658  
DATE: 11/5/2025

### TO:

BROWNING PUBLIC SCHOOL \$ 2,000.00

Attn: REID REAGAN

P.O. BOX 610

BROWNING, MT 59417

Phone:

Date/Init

11/18/25

\*\*PAYMENT DUE BY FIRST DAY OF CLASS

### COMMENTS OR SPECIAL INSTRUCTIONS:

PAYMENT TYPES ACCEPTED: CORPORATE CHECK, CASHIER CHECK, MONEY ORDER, CASH, CREDIT CARD AND DEBIT CARD.

\*\*ALL CREDIT AND DEBIT CARDS WILL BE CHARGED A 5% PROCESSING FEE.

\*\*NO PERSONAL CHECKS WILL BE ACCEPTED.

P.O. NUMBER	REQUISITIONER	TERMS
		Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	LOW PRESSURE BOILER CLASS	\$1,000.00	\$2,000.00
	ATTENDEES: REID REAGAN AND		
	GLEN SPOTTED EAGLES		
	***CLASS TO BE HELD AT LOGAN HEALTH IN KALISPELL, MT		
	DATE OF CLASS TO BE 12/1/2025 THRU 12/4/2025		
	**PAYMENT DUE BY FIRST DAY OF CLASS		
SUBTOTAL			\$2,000.00
5% CARD PROCESSING FEE			0.00
TOTAL DUE			\$2,000.00

\*\*MAKE ALL CHECKS PAYABLE TO: ROBERT BACK \*\*

If you have any questions concerning this invoice and billing, contact Shannon Back, 406-781-2219

Email: [jayceejam@aol.com](mailto:jayceejam@aol.com)

For all class & scheduling information contact Robert Back, 406-868-8790

THANK YOU FOR YOUR BUSINESS!

The first day of class will cover Boiler principles in theory safety devices chapters one through five in the book and on hands learning in various Boiler rooms around Kalispell Hospital class will run from 8 AM to 330 4:00 pm

Day two class will start at 8 AM and run until 330 or 4 PM we will cover Boiler safety devices blowing down of steam boilers hot water boilers principles of safety checks on hot water and Steam boilers, electric boilers, hands-on training in the afternoon on various boilers in Kalispell Hospital. Take a practice test in the afternoon prior to ending for the day

Day three will be a review of the test that was taken the day before question-and-Answer Cover chapter 6- through 10 in the textbook answer any questions that anyone has on what we've covered so far in the afternoon will do hands-on in various Boiler rooms in Kalispell hospital and at the end of the day, we will take another practice test to see how well they are learning and if anyone's having any problems with any one particular area, we will work on that

Day four we will do a review of everything that was covered from day one day three we will do on hands training in various Boiler rooms throughout the campus of Kalispell hospital. We will take another practice, practice test and fill out a midterm paper test by the end of the day, we will be back in the Boiler rooms to answer any questions to see how much knowledge each person in the class has understood

Day five of the class will be a review question and answer. And class will probably go from 8 AM until noon. If anybody needs extra help, I will be available the rest of the afternoon to help them. They will receive their certificates for attending the class I will also go over with them how to fill out a Boiler operators' application to apply for the Boiler operator's license and we will dismiss from class.