M I N G U S U I N O N H I G H S C H O O L D I S T R I C T
1801 East Fir, Cottonwood, AZ 86326

GOVERNING BOARD
MINUTES OF MEETING
Mingus Union High School Library
Thursday, October 22, 2026 5:00 PM

Governing Board:

Ms. Taylor Bell
Mr. Frank Nevarez
Mr. Will David
Ms. Matthew Chavez
Mr. Austin Babcock

Also Present:

Melody Herne – Superintendent
Kurt Steele – Contract Board Secretary

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I. **OPENING**

1. **Call to Order**
   Meeting called to order by President Bell at 5:00 PM

2. **Roll Call**
   Members present President Bell, VP Nevarez, Member Chavez, Member Babcock. Member David -Absent

3. **Pledge of Allegiance**
4. **Moment of Silence**
5. **Adoption of Agenda**
   Motion to adopt the agenda by Member Chavez, second by VP Nevarez
   President Bell – Aye
   VP Nevarez – Yes
   Member Babcock – Yes
   Member Chavez – Yes
   Motion passes: 4-0

6. **BOARD MEETING MINUTES NOT PREVIOUSLY APPROVED**

1. **Meeting Minutes**
   October 8, 2026 General Board Meeting
   Motion to approved the Oct. 8, 2026 Meeting minutes with the name correction by President Bell, second by Member Chavez.
   President Bell – Aye
   VP Nevarez – Yes
   Member Babcock – Recused (was not present at the meeting)
   Member Chavez – Yes
   Motion passes: 3-0-1

7. **ACTION ITEMS – CONSENT**

1. **Expense Vouchers**
   Voucher 1016
   Voucher 1017
2. **Human Resources**
   HR Report
   PA-1
   PA-2
3. **Policy Advisory**—Second Read
   Volume 38 Number 4
   Volume 38 Number 6
   Volume 38, Number 7
4. **Job Description** — Board approval of the following job description
   - Executive Administrative Assistant/Board Secretary
5. **Elimination of Position** —Elimination of the HR Assistant Position as of October 22, 2026. HR duties will be assumed under the Executive Administrative Assistant/Board Secretary position.
6. **Agreements**
7. **BRISK**-Data Sharing Agreement

Motion to pass the Consent agenda minus items 7.4,5, & 6 by Member Bell, second by Member Chavez.
President Bell – Aye
VP Nevarez – Yes
Member Babcock – Yes
Member Chavez – Yes
Motion passes: 4-0

Item 7.6: Member Babcock – yet another company wanting our student data. Why do they want it, what are they going to do with it and do we have a relationship with BRISK?
Superintendent Herne – BRISK is the company that we are using to help create retach lesson based on NWEA scores. The Board had previously approved the BRISK contract. This is just the data portion of that contract. They are not a data sharing platform.
Principal Berry – Explained how they were exploring options for student that get stuck in various area, we were also getting questions from English teacher on how to check student work for AI. BRISK offered both of those. Teachers can set limits in their classrooms on how much AI is allowed in their assignments. Some of that data is the rostering of the students.
Member Babcock – Interesting that we are using AI to check for AI, but are teachers using it to create lesson plans and what kind of controls over the use of BRISK and AI to create lesson plans and are these plans in line with the District's standard and practices?
Principal Berry answered that we can actually set up those parameters.
Superintendent Herne reiterated that the goal is to focus on the students that need help and not to create larger lesson plans.

Items 7.4 & 5: Member Babcock – Can you remind me what the basic for splitting these positions up and why are we recombining them?
Superintendent Herne – We have been really focused on the budget and through attrition we have moved the positions back together. Right now our biggest push in hiring has been in Athletics and therefore there are not

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as many tasks for the HR Assistant as there were previously. Once this is approved, we will move forward with posting for a new EA/Board Secretary postion. We have had some really great folks in the position, but it is a challenging position with a lot of responsibilities. We continue to focus on effective on-boarding practices and training, interview skills do not necessarily translate to day-to-day skills.

Motion to approve Consent Agenda items 7.4, 5 & 6 by Member Babcock, second by President Bell.
President Bell – Aye
VP Nevarez – Yes
Member Babcock – Yes
Member Chavez – Yes
Motion passes: 4-0

II. **Executive Session** Pursuant to A.R.S.§38-431.03 the Governing Board may convene in Executive Session as a separate meeting. Please remain seated until such time as the Board votes to convene for an executive session. The Board will move to a different location to hold the session. No action will be taken in the Executive Session if convened.

1. **Superintendent Evaluation** — Discussion of Governing Board with Superintendent on the final Evaluation Domain Rating.

Motion to enter Exec Session by President Bell, second by Member Chavez
President Bell – Aye
VP Nevarez – Yes
Member Babcock – Yes
Member Chavez – Yes
Motion passes: 4-0

Time into Exec Session: 5:17 PM
Time out of Exec Session: 5:40 PM

III. **REQUEST FOR FUTURE AGENDA ITEMS**
--None--

IV. **ADJOURNMENT**
Motion to adjourned the meeting by President Bell, second by VP Nezarez
President Bell – Aye
VP Nevarez – Yes
Member Babcock – Yes
Member Chavez – Yes
Motion passes: 4-0

Meeting Adjourned at 5:41 PM

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Board President

Vice President

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