



Nogales Unified School District #1

**Nogales Unified School District No. 1
6-12 Textbook Adoption Committee
Minutes of the November 16, 2023, regular meeting, held at 9 a.m.**

Attendance:

Roxana Bell, George Thomas, Roda Mongen, Jennifer Valenzuela, Roderick Francisco, Frank Gilvin, Christopher Miranda, Santosh Kumar, Kamla Chauniyal, Tim Colgate, Aissa Bonillas, Mark Kinsey, and Nidia Contreras

I. Opening of Meeting:

- a. Call to Order - Mark Kinsey called the meeting to order at 9:15 am.
- b. Adoption of Agenda - Mrs. Bonillas recommended that the agenda be approved. All approved the agenda of the committee members.

II. Welcome & Introductions - Mr. Mark Kinsey and Ms. Nidia Contreras welcomed everyone and had the members introduce themselves.

III. Purpose of Response for Proposals - Mr. Mark Kinsey and Ms. Nidia Contreras welcomed the committee members and explained the Response for Proposals (RFP) process.

IV. Timeline - Mr. Mark Kinsey and Ms. Nidia Contreras reviewed the RFP timeline and the process for textbook adoption.

V. Overview of RFP Process and Steps - There was a review of the steps and process for each of the eight (8) vendors that submitted a proposal.

1. Administrative Overview
2. Service Specifications
3. Proposal Application Instructions
4. Proposal Evaluation
5. Attachments

VI. Questions - Mr. Kinsey and Ms. Contreras answered questions.

VII. Adjournment - The meeting was adjourned at 1:05 p.m.



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