

# Nevada Department Of Education

## Nevada Commission on Mentoring Subcommittee

Friday, February 3, 2023

2:00 PM

Office	Mode	Platform
Department of Education	Teleconference/Livestream	Zoom

### SUMMARY MINUTES OF THE COMMISSION MEETING

#### COMMISSION MEMBER PRESENT

Karl Catarata, Chair

Katie Membreno, Vice Chair

Sebastian Cardenas

Michael Flores

Douglas Garner

Brigid Duffy

Laura Davidson

#### COMMISSION MEMBER ABSENT

Michael Maxwell

#### DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

#### 1. Call to Order, Roll Call, Pledge of Allegiance, and Land Acknowledgement:

Chair Karl Catarata called the meeting to order on Friday, February 3, 2023 at 2:03 p.m.

##### Roll Call:

Rose Cota, NDE, conducted a roll call. **Quorum was established** (7 Members present).

Chair Karl Catarata led the Subcommittee in the Pledge of Allegiance, then acknowledged the land.

#### 2. Public Comment

Chair Karl Catarata opened the floor to public comment. There was no public comment.

### 3. Approval of Flexible Agenda

The Commission **acquire quorum** and therefore could vote on approval for any objective in this meeting.

**Motion:** To approve a flexible agenda

**By:** Karl Catarata

**Second:** Brigid Duffy

**Vote:** Passed unanimously

### 4. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno thanked the members for their attendance and indicated her hope that everyone had a chance to look over the grant application. Vice Chair Membreno noted the importance of getting the process started as soon as possible.

### 5. Chair's Report:

Chair Karl Catarata echoed Vice Chair Membreno's statement that the grant process needed to begin as soon as possible as the application needed to open for the next 30 to 60 business days for Nevada organizations to have time to apply. The Chair encouraged the subcommittee members to think about some organizations that may benefit from this final stage of the grants process.

### 6. NCOM Development updates:

#### a. Updated NCOM Grant Funds Application

Rose Cota, NDE, explained that the updated NCOM grant fund application has been converted into a fillable form with the plan to make it easier for applicants to fill out.

Vice Chair Membreno opined that having the process online, as to having members of the public submit their applications via email, would simplify the process for end users.

Chair Catarata concurred.

Dr. Douglas Garner concurred.

Rose Cota added that the MCommisson@DOE email is now active and able to be used.

Chair Karl Catarata reviewed the Nevada Commission on Mentoring grant application for FY 2022-23 spring and summer microgrants with the Commissioners. Chair Catarata read the state statute, AB 235, Section 3, into the record. Chair Catarata listed the following important dates: NCOM grant application available on February 6; the period in which to complete the grant application, February 6 to March 31; grant application due by 6:00 pm on March 31; selected organizations will be notified on May 5; award money should be used between May 5 and June 16; organizations must report their expenditures to NCOM on June 30.

**Motion:** To approve all three pages of the Grant Funds Application  
**By:** Karl Catarata  
**Second:** Katie Membreno  
**Vote:** Passed unanimously

**b. Grant Fund Allocations**

Rose Cota indicated that the amount of \$10,362.50 leftover from the last grant cycle has been sent back to the state grant fund account, and that this is the amount the Commission is working with. Ms. Cota reported that funds will be granted again as of July 1, 2023.

Chair Karl Catarata asked Ms. Cota at what point NCOM should plan a press release with the Governor's Office and the Department of Education in order to publicize the amount available for grant funding.

Rose Cota explained that the press release can include what's now along with what is coming, funds-wise, so that everything is completely transparent and everyone is adequately prepared.

**c. Asset Map**

Vice Chair Katie Membreno informed the Board that she has been working on flyers to send out and has sent those flyers to Rose Cota for approval. Vice Chair Membreno indicated that she may need to make some changes based on the updated amount of funding. Vice Chair Membreno indicated that she will be sending out the asset map following today's meeting, and requested that Commissioners then begin sending emails to the organizations on the asset map so as to inform the organizations that the grant process is open. Vice Chair Membreno asked Rose Cota at what point the Commission would be able to provide instructions to community members regarding the online application process.

Rose Cota requested that Vice Chair Membreno work with her following today's meeting to provide details that will then go to the Interim Title I Director.

Vice Chair Katie Membreno indicated that once this piece is complete and once she updates the amount on the flyer, NCOM can then post on their social media to let community members know that the grant process is open.

**d. Grant Funds Workshop**

Vice Chair Katie Membreno explained that she will be working with Commissioner Cardenas on the Grant Funds Workshop.

Commissioner Sebastian Cardenas informed NCOM that he will be reaching back out to his contact who works with communities and schools to reschedule and set a date for the Grant Funds Workshop for this cycle.

Vice Chair Katie Membreno indicated that she will send Commissioner Cardenas the dates the Board had approved back in December for the workshops and requested that he forward those dates to his contact to ensure that the dates will work for all involved.

## **7. Agenda Item Considerations**

Rose Cota informed the Board that the next regular NCOM meeting will be held on February 17, 2023, and that the next subcommittee meeting will be held on Friday, March 3, 2023.

Chair Karl Catarata indicated that given the fact that the grant application process closes 28 days after the scheduled subcommittee meeting, the subcommittee should do a check-in just to see where things are with the grant applications.

## **8. Public Comment #2**

Chair Karl Catarata opened the second period of public comment.

There was no public comment.

## **9. Adjournment**

**Motion:** To adjourn the February 3, 2023 NCOM meeting.  
**By:** Karl Catarata  
**Second:** Brigid Duffy  
**Vote:** Passed unanimously