

Nevada Department Of Education

Nevada Commission on Mentoring
Friday, April 15, 2022
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

Michael Maxwell

Michael Flores

Douglas Garner

Brigid Duffy

Sebastian Cardenas

Laura Davidson

DEPARTMENT STAFF PRESENT

Gabby Lamarre, NDE Staff

Pamela Juniel, NDE Staff

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, April 15, 2022 at 2:03 p.m.

Vice Chair, Katie Membreno, conducted a roll call. **Quorum was established** (Members present).

Chair Karl Catarata led the Commission in the Pledge of Allegiance.

Chair Catarata indicated his understanding that the state of Nevada sits on indigenous lands and conveyed the Commission's respect and acknowledgement of the contributions of indigenous tribes across the state.

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: Approval of a flexible agenda

By: Karl Catarata

Second: Brigid Duffy

Vote: Passed unanimously

4. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno informed the members that she and Chair Catarata have been in contact with Jessica from MENTOR and are in the process of choosing a date for a roundtable discussion with mentoring organizations in Nevada.

5. Approval of NCOM March 18, 2022, Meeting Minutes

Chair Karl Catarata asked for any additions or changes to the March 18, 2022 Meeting minutes. There were none.

Motion: Approve the NCOM March 18, 2022 Meeting Minutes

By: Katie Membreno

Second: Karl Catarata

Vote: Passed Unanimously

6. Chair's Report

Chair Karl Catarata informed the Commission that the grant application was sent today and apologized to the subcommittee as there should have been more time to review. Chair Catarata indicated that if the Commission is open to it, the grant application could be reviewed under this agenda item. Chair Catarata explained that the subcommittee did have opportunity to discuss priorities and details. Chair Catarata indicated that the \$25,000 in funds must be spent in full by June 30, 2022 and as such, a timeline is included. Chair Catarata next explained that NCOM is offering micro grants to mentoring, nonprofit organizations and programs in the state of Nevada. Chair Catarata further explained that by state statute, NCOM needs to develop a grants program and award organization per AB 235. Chair Catarata indicated that the document contains contact information on whom organizations should contact as well as the grant requirements and important dates including: application opening on April 18; application due date of May 2; selection of organizations and notification from NDE and NCOM by May 20; report of expenditures to NCOM by June 28; funds must be spent by June 30.

Chair Karl Catarata next discussed the contents of the application itself, beginning with contact information. Chair Catarata suggested the idea of sending a note of thanks to applicants in order to thank them for applying as well as to have mailing information on file. In addition, Chair

Catarata indicated that organization group details are also included on the application in addition to the financial need and amount requested. Chair Catarata explained that applicants must be specific and as these are smaller micro grants, they do not need to be lengthy in terms of description. As such, Chair Catarata explained that applicants are asked to describe the purpose of funding in one to three sentences. Chair Catarata further indicated that there are seven questions provided: brief description of the purpose and/or additional purpose; provide data to support the usage of the grant; provide the different communities positively impacted; the investment for current and short-term needs when it comes to student learning, whether social, emotional, or mental-health supports; does the initiative reflect or explicitly focus on equity, access, and support for diverse learners and students most affected as we recover back from the COVID-19 pandemic; does the initiative build on feedback provided through community and family outreach; what is the professional development or staffing requirement when it comes to investments for the funding, and are signatures required. Chair Catarata informed the Commission that these are micro grants precisely because the timeframe is extremely tight.

Dr. Laura Davidson suggested the use of a rubric or question around an organization's previous experience in applying or successfully utilizing grant funds. Dr. Davidson further questions the limitations, if any, around who can apply for this grant and whether or not more specificity is needed.

Dr. Michael Maxwell concurred with Dr. Davidson's suggestion and questioned what the maximum limit for budgetary request would be for this grant.

Commissioner Brigid Duffy indicated that the subcommittee had discussed allowing requests up to approximately \$2500 and potentially partially granting requests if the full amount requested was unfeasible.

Vice Chair Katie Membreno reiterated the discussion around the applicant amount requesting whatever needed and the Commission making necessary adjustments to those amounts in order to support more organizations making requests.

Dr. Douglas Garner indicated that the small budgetary request should be included in the application and what is being requested should be within the budget included by the applicant

Chair Karl Catarata recognized Coleen Lawrence, indicating that he was unsure if she had been reappointed to the Commission or if she was now considered a member of the public, and welcomed her feedback. Chair Catarata asked for feedback from the Commissioners regarding the discussion about a specific limit for organizations, indicating that his position as Chair is to follow majority rules.

Dr. Laura Davidson indicated her belief that there is no need to limit grant amount, and further indicated that because of the shortness of this grant cycle, there may not be a significant amount of applicants, thus allowing the Commission to allocate more money to organizations demonstrating a need for it. Dr. Davidson further reiterated the importance of providing a rubric for purposes of transparency regarding scoring.

Dr. Michael Maxwell concurred with Dr. Davidson's feedback that the amount granted should be at the discretion of the Commission and that a limit does not need to be created. Dr. Maxwell further indicated his agreement with Dr. Garner's suggestion of a breakdown by the applicant of how the grant money will be spent.

Chair Karl Catarata interjected to inform the Commission that he and Vice Chair Membreno were making notes in order to incorporate the suggested edits, send the document back out to the Commission, and then follow up via electronic vote in order to meet the deadline of release on the 18th.

Commissioner Brigid Duffy pointed that there is nothing in the documentation indicating to the public that NCOM has only \$25,000 to give out and questioned the need for including the definition of a micro grant for those unfamiliar with the term.

Dr. Michael Maxwell indicated his belief that it is not imperative to put how much funding is available from the grant.

Dr. Douglas Garner added that some grants have indicated how much funding is available and opined that this disclosure is a matter of preference for how the Commission chooses to frame the wording.

Dr. Laura Davidson explained that in her experience, grant paperwork generally contains a ceiling in order for people to be aware of the available funding and apply accordingly.

Vice Chair Katie Membreno concurred with Dr. Davidson.

Dr. Michael Maxwell indicated that on mini grants, he has always seen a maximum amount for which applicants can apply given that this is a smaller amount of available funding and as such, opined that it might be easier for the Commission to state a cap for how much an applicant can ask rather than to state the amount available.

Chair Karl Catarata concurred with Dr. Maxwell regarding not making the application too cumbersome and suggested the inclusion of the available 25,000. Chair Catarata further agreed with Commissioners Duffy and Davidson regarding the ability to ask for up to a specific amount. As such, Chair Catarata suggested allowing for a budgetary request of up to \$2,000 or \$3,000, which would in turn allow NCOM to fund seven or eight different organizations.

Commissioner Sebastian Cardenas indicated that this is entirely dependent on the scope of impact NCOM wishes to have on the different organizations and supported Chair Catarata's suggestion of a limit of 3,000 per organization.

Vice Chair Katie Membreno indicated her agreement with Dr. Davidson's wording regarding describing previous success in applying and utilizing grant funds, and asked for the input of the Commission regarding where in the documentation this piece belongs.

Dr. Laura Davidson suggested adding this as an additional question.

Motion: Cap the NCOM grant at \$3,000 per applicant
By: Sebastian Cardenas
Second: Brigid Duffy
Vote: Passed Unanimously

Commissioner Michael Maxwell asked how the application would be shared and how it would be

made available to the public and if it would go through NDE.

Chair Karl Catarata suggested that Commissioners specifically choose two to three organizations once the application process is finalized in order to reach out and inform the organizations of the availability of this grant funding. Chair Catarata confirmed that it would go through the press office at NDE and indicated his hope that the governor and legislature would capitalize on the momentum and help with the outreach process.

Gabby Lamarre, NDE, indicated that reaching out to NDE's public information officer is the most effective way as she sits in the cabinet's office and runs things by the cabinet team, which includes the superintendent, the deputies, and NDE's chief strategy officer. Ms. Lamarre further indicated that a press release specific to mentor organizations would be excellent outreach, as well as availability on NDE's website.

Dr. Michael Maxwell added that Commissioners could also post and share the grant information within their own networks.

Chair Karl Catarata discussed creating a flyer graphic utilizing NCOM branding that could be shared on the respective social medias and informed the Commission that he would take up that effort and work with NDE and Vice Chair Membreno.

Gabby Lamarre suggested that NCOM members remain contacts on the grant but that technical questions be forwarded to NDE.

Chair Karl Catarata suggested removing the NDE members' emails from the grant while leaving his own and indicated that he would forward any questions of a technical nature to NDE staff.

Dr. Michael Maxwell suggested that NDE set up a nondescript email for questions so as not to have personal identifiers on the application.

Gabby Lamarre indicated that she would look into this suggestion and asked when NCOM intended to release the application.

Dr. Michael Maxwell indicated that Monday, April 18 was the targeted release date.

Gabby Lamarre asked for confirmation that she should reach out to the PIO regarding the press release.

Chair Karl Catarata offered his assistance to NDE staff regarding the press information should they need him.

Dr. Douglas Garner asked for confirmation that the Commissioners would be receiving the document on Monday for distribution.

Chair Karl Catarata indicated his hope of completing the edits following today's meeting and

releasing the document to commissioners prior to the end of the business day for approval, after which the document would then go to NDE staff for approval. Chair Catarata explained that following NDE approval, the final document would be sent to Commissioners Monday morning along with the press statement and any other additional items prior to releasing to the public Monday afternoon.

Vice Chair Membreno asked if NCOM could create the email or if this needed to be done by NDE Staff.

Gabby Lamarre confirmed that the Commission could create an email, but if the desired domain is doe.nv.gov, that would need to go through NDE and Ms. Lamarre indicated her uncertainty that this could be done by day's end Monday.

Vice Chair Membreno confirmed that a Gmail address of ncominfo@gmail.com would work.

Dr. Michael Maxwell indicated that it would and would negate the need for NCOM to rely on the DOE timeframe.

Chair Karl Catarata raised the potential concern of applicants seeing a Gmail address versus a Department of Education address during the application process.

Commissioner Sebastian Cardenas concurred, indicating that applicants might be skeptical regarding the legitimacy of a grant with an email address versus an NDE address. In addition, Commissioner Cardenas raised the concern of an organizations sending specific details via a public Gmail address. As such, Commissioner Cardenas suggested either having the emails forwarded, having an NCOM Commissioner's contact details available, or delaying the flyer if neither of those options are favorable.

Gabby Lamarre concurred with Commissioners Catarata and Cardenas' concerns.

Chair Karl Catarata using Rose Cota as the point of contact until such an email could be created.

Gabby Lamarre reiterated the need to confirm whether or not a Mentoring Commission NDE email account already exists and whether or not it is active and concurred with Chair Catarata's suggestion to use Rose Cota's contact information on the flyer if this address either does not exist or is not currently active.

7. NCOM Development updates:

Chair Karl Catarata discussed the planning taking place for the upcoming virtual roundtable discussion in collaboration with MENTOR National. Chair Catarata indicated that part of the mission is to seek out an affiliate or affiliate process. Chair Catarata explained that April 30 is the potential selected date for a virtual meeting to hear from community members and mentoring organizations regarding the possibility of seeking out an affiliate and the investment an affiliate can contribute to the mentoring community in the state. Chair Catarata explained that the

discussion will be facilitated by Jessica Silverman from MEMBER National, who works at a national level, and then the Chair and Vice Chair will add and help recruit from trusted partners such as: My Brother's Keeper Alliance; Big Brothers, Big Sisters; Boys and Girls Clubs in Southern Nevada; the YMCAs across the state; as well as others. Chair Catarata explained that this roundtable is still in the planning stages, will take place on Zoom, and that Commissioners are invited and will receive the link and the agenda, which is currently being drafted. Chair Catarata opened the floor for suggestions from the Commission for the virtual roundtable discussion.

Dr. Michael Maxwell discussed the excellent timing of this roundtable, indicating that many discussions have been taking place regarding mentoring needs in the state, goal orientation, and how best to keep moving the Commission forward. Dr. Maxwell asked if this could feasibly be rolled into one roundtable discussion or should this consist of two different meetings and if so, suggested partnering with additional organizations that support mentoring.

Chair Karl Catarata indicated that it would certainly benefit the state to do two events not only for lengthiness but also for purposes of inclusion of people statewide. Chair Catarata indicated that he would follow up with Dr. Maxwell regarding these two events and then would share then with the Commission.

8. Agenda Item Considerations

Chair Karl Catarata asked the Commission for agenda item considerations for future meetings.

Dr. Michal Maxwell described a conversation with a colleague regarding reigniting the Mentor Advisory Committee in order to work in tandem with and provide input to NCOM. Dr. Maxwell indicated the need to get representation from northern Nevada, Southern Nevada, and the rurals.

9. Public Comment #2

Chair Karl Catarata opened the floor for public comment.

There was no public comment.

10. Adjournment

Motion: Adjourn the April 15 meeting of the Nevada Commission on Mentoring at 3:21pm
By: Karl Catarata
Second: Brigid Duffy
Vote: Passed unanimously