

Nevada Department Of Education

Nevada Commission on Mentoring

Wednesday, April 6, 2022

2:00 PM

Office	Mode	Platform
Department of Education	Teleconference/Livestream	Zoom

SUMMARY MINUTES OF THE SUB-COMMISSION MEETING

COMMISSION MEMBER PRESENT

Karl Catarata, Chair

Katie Membreno, Vice Chair

Douglas Garner

Brigid Duffy

Laura Davidson

COMMISSION MEMBER ABSENT

Michael Maxwell

Michael Flores

Sebastian Cardenas

DEPARTMENT STAFF PRESENT

Gabby Lamarre, NDE Staff

Rose Cota, NDE Staff

1. Call to Order:

Chair Catarata called the meeting to order on Wednesday, April 6, 2022 at 2:03 p.m.

2. Roll Call:

Vice Chair, Membreno, conducted a roll call. **Quorum was established** (5 Members present).

3. Public Comment

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

4. Approval of Flexible Agenda

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

Motion: To have a flexible agenda

By: Douglas Garner

Vote: Passed unanimously

5. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno indicated that the purpose of today's meeting is to discuss creation of grant applications.

6. Chair's Report:

Chair Karl Catarata indicated that he would be tabling the Chair's report today in order to allot more time for the group discussion on creation of grant applications.

7. NCOM Development updates:

Chair Karl Catarata informed the Commission that NCOM has \$25,000 that needs to be distributed, and that in order to distribute these funds, an application process needs to be created. Chair Catarata shared the rough draft of the application created by Vice Chair Membreno with the Commission and opened the floor to comments and suggestions.

Dr. Laura Davidson indicated the importance of including any key words from the NCOM mission/vision in the application. Dr. Davidson further indicated the importance of keeping the application fairly short with only a couple of key questions, and including a rubric.

Dr. Douglas Garner indicated his belief that a question should be included pertaining to usage of the funds and how they will be implemented. Dr. Garner further indicated the possibility of having a question that pertains to follow-up analytics regarding how funds were used and an assessment of that usage.

Commissioner Brigid Duffy concurred with Dr. Garner, explaining that with grants, there is generally a requirement of inclusion of data to show that the grant actually supported the intended purpose. Commissioner Duffy indicated her belief that this grant application should include this requirement.

Vice Chair Katie Membreno concurred with the suggestions of the members and added her belief that there should be inclusion of a time period that shows how the grant money was used.

Chair Karl Catarata concurred with the suggestions of the Commissioners. Chair Catarata questioned how the subcommittee wished to allocate the grant funds in terms of how many organizations would be funded and at what amount each.

Commissioner Brigid Duffy indicated her belief that perhaps funds should be granted on a scale, using the example of grants between \$1,000 and \$5,000. Commissioner Duffy indicated the importance of having the grantees justify the allocation of those funds.

Dr. Douglas Garner asked if the Commission would need to create an official NCOM document indicating how and to whom the funds were distributed.

Chair Karl Catarata affirmed Dr. Garner's belief regarding creation of an NCOM document that would be used to report back to the full Commission, to the Governor, and to the legislature.

Vice Chair Katie Membreno suggested allowing the applicants to inform the Commission of the amount of needed funding on their applications.

Chair Catarata concurred with both Commissioner Duffy's and Vice Chair Membreno's suggestions regarding request of funding by the applicant.

Dr. Douglas Garner explained that the application could include a budgetary request in which the applicants could add in their budgetary needs.

Dr. Laura Davidson indicated that grant applications generally have two sections: an estimated total funding request, and a table showing how those funds would be used.

Chair Karl Catarata indicated his support of Dr. Davidson's suggestion.

Gabby Lamarre, NDE, explained that once the subcommittee is approaching a near-final draft, she will contribute information from the NDE side as well as coordinate with the grant management unit to ensure that all is in order in terms of meeting the requirements of state grants. Ms. Lamarre reminded the Committee that the expiration for these funds is June 30, 2022, end of the state fiscal year, which means that the funds must be spent by that time. Ms. Lamarre further explained that the funds are on a reimbursement basis, meaning that the organizations will need to spend the funds and then provide a request for reimbursement where they will have to show a general ledger prior to issuance of a check. Ms. Lamarre informed the Committee that she would check with NDE regarding whether or not receipts are required in this process. Ms. Lamarre further explained that there is a budgeting document that contains operative codes for each of the different things on which the funds are spent, citing the examples of supplies and professional

services. Ms. Lamarre indicated that this document would also need to be attached to the application in order to meet state and agency requirements. Ms. Lamarre reiterated that the funds must be spent by June 30, 2022, otherwise they would revert back to the State General Fund.

Chair Karl Catarata suggested that the Committee set a deadline of having an application ready by the week of April 18 as well as a May deadline for proof of the grant in order to meet the completion date of June 30.

Commissioner Brigid Duffy agreed that the process should be complete by the week of April 18 in order for the Commission to begin making decisions and dispersing funds by May 1.

Commissioner Duffy further indicated her belief that the subcommittee could have this process approved and ready for vote and discussion on how best to advertise the grant at the upcoming full NCOM meeting in April.

Dr. Laura Davidson indicated that she can provide example grants that include the operative codes on which the subcommittee could base its application.

Dr. Douglas Garner reminded the Committee that in a previous meeting, groups had been identified that were working on mentoring, and questioned whether there would be pre-identified groups to whom this grant information could go, or if it would be distributed to NCOM's full roster of mentoring organizations.

Chair Karl Catarata concurred with Commissioner Duffy's suggestion of finalizing this process prior to the full NCOM meeting in order to have it approved and sent out. Chair Catarata next suggested that each Commissioner reach out to one or two organizations regarding the grant application. Chair Catarata further suggested creation of a flyer that could be posted on personal Facebook pages, Instagram, Twitter, and could be sent out via email to advertise the grant process.

Dr. Laura Davidson provided an example of a quick application that had been used to allocate ESSER and pandemic-relief funding. Dr. Davidson indicated that the end of the application included a spreadsheet with the buckets of funding and was accompanied by a rubric. Dr. Davidson further indicated that the grant had a couple of key questions depending on the type of funding for which people were applying, and that each applicant had to list one objective, one mid-year outcome, and one end-of-year outcome. Dr. Davidson suggested paring down this application given the short turnaround time for spending.

Chair Karl Catarata thanked Dr. Davidson, indicating that this template could be used for NCOM. Chair Catarata indicated that next steps will include Vice Chair Membreno working with NDE staff and the subcommittee to submit a new draft of the grant application prior to April 8 in order

to send to the subcommittee. Following this process, Chair Catarata explained that the document could be sent out to the full Commission on the morning of Monday, April 11 for any suggestions or edits. Chair Catarata next indicated that the full NCOM meeting would take place on Friday, April 15 and if all is well, the grant application process could move forward. Chair Catarata explained that it would not be feasible for the subcommittee to meet prior to that date given the requirements of Open Meeting Law. Chair Catarata reiterated this suggested process for Vice Chair Membreno, who was inadvertently disconnected from the meeting briefly.

Vice Chair Katie Membreno concurred with Commissioner Duffy regarding the timeline of the grant and acknowledged the inability of the subcommittee to meet due to OML.

Chair Karl Catarata suggested that the subcommittee meet again on April 27 to discuss progress.

Dr. Douglas Garner indicated that he would not be available on April 27.

Commissioner Brigid Duffy indicated that she would be available on April 27.

Dr. Laura Davidson indicated that she would be available after 3:00 p.m. on April 27.

Chair Karl Catarata confirmed with NDE staff whether or not the subcommittee would be able to meet quorum given Dr. Garner's absence.

Dr. Douglas Garner indicated that he would be away on business, but could log into the meeting if that would be necessary to meet quorum.

Gabby Lamarre confirmed that in order to meet quorum, Dr. Garner would need to log into the meeting or a replacement for Dr. Garner would need to be found for that day.

Motion: For the subcommittee to meet on April 27 at 3:00 p.m.
By: Karl Catarata
Second: Brigid Duffy
Vote: Passed unanimously

Gabby Lamarre discussed the requirement under AB 235 regarding coordination with the state grant office, and reiterated the importance of the Commission providing NDE with a near-final draft of the grant application in order to ensure that all requirements are met.

Chair Karl Catarata asked if the draft would require a vote prior to Friday.

Gabby Lamarre confirmed that a vote would be required at today's meeting to move forward prior to going to the full Commission the following Friday.

Motion: To edit the newly updated draft on Google Drive as needed prior to April 18 in order to send a completed draft to NCOM for a vote
By: Karl Catarata
Second: Douglas Garner
Vote: Passed unanimously

8. Agenda Item Considerations

Chair Karl Catarata clarified that the subcommittee should plan a meeting in May in addition to the April 27 meeting in order to have an agenda in place. Chair Catarata opened the floor to the subcommittee regarding their thoughts on when in May would be the best time to meet in order to finalize the grant applications.

Commissioner Brigid Duffy suggested that the subcommittee meet the week of May 2 in order to begin finalizing and announcing grant applicants. Commissioner Duffy suggested posting the grant application for two weeks, closing it, and then the subcommittee meet immediately following the close of the application process.

Dr. Douglas Garner concurred with the dates suggested by Commissioner Duffy.

Motion: To post the grant available and the application on April 18, close the application process on May 2, and meet as a subcommittee the week of May 2 to determine grantees. Chair Catarata amended the motion to include the subcommittee meeting date as May 4.
By: Brigid Duffy
Second: Douglas Garner
Vote: Passed unanimously

Gabby Lamarre reiterated the importance of sending the near-finalized grant application to NDE and requested a timeline for this.

Chair Karl Catarata assured Gabby Lamarre that the near-finalized grant application would be provided to NDE by Friday, April 8.

Vice Chair Katie Membreno questioned the length of time NDE would need to review the grant in order to ensure that the subcommittee provided enough time.

Gabby Lamarre indicated that if NDE received the grant by Friday, this would be reviewed by mid-week the following week. Ms. Lamarre explained that she would list this as an urgent item for the grants team to ensure that it was reviewed rather quickly.

9. Public Comment #2

There was no public comment.

10. Adjournment

Motion: To adjourn the subcommittee meeting at 2:58 p.m.

By: Karl Catarata

Second: Brigid Duffy

Vote: Passed unanimously