

Nevada Department Of Education

Nevada Commission on Mentoring

Friday, March 17, 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

Douglas Garner

Brigid Duffy

Laura Davidson

Sebastian Cardenas

Michael Maxwell

COMMISSION MEMBER ABSENT

Michael Flores

DEPARTMENT STAFF PRESENT

Sarah Thomas, NDE Staff

Brittany Adams, NDE, Contractor

Alex Markwardt, NDE Staff

1. Call to Order:

Vice Chair Membreno called the meeting to order on Friday, March 17, 2023 at 2:15 p.m.

2. Roll Call:

Brittany Adams conducted a roll call. **Quorum was established (7 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 **acquired quorum** and therefore could vote on approval for any objective in this meeting.

Motion: Approve Flexible Agenda
By: Chair Catarata
Second: Dr. Maxwell
Vote: Passed Unanimously

5. Welcome and Introduction (Mission Statement)

Chair Catarata provides mission statement on behalf of Vice Chair Membreno. We know we are currently in the middle of our mission statement to disburse, create a grants program from Nevada revised statues, we are currently in the legislative session, and we are closely with legislators, stake holders, the Department of Education to carry out our mission, as prescribed by the legislature and from the founder the late great Assemblyman Tyrone Thompson. Thank you all for being here, I know that these meetings are short and sweet on your Friday. Let us all come together now and talk about the work of our grants and updates on those grants and any updates that we need to do from now closure of the grants process. Questions or comments or concerns?

6. Chair's Report:

Thank you to NDE staff for making sure the email: mcommission@nde.gov our grants email is working expeditiously and operating though staff. Staff notifies us of the applications. When we go into our sub-committee's meetings for our grant, we will be able to see the applications in full. The last update for the legislative session continues, no current bills as a commission that impact our commission, I am monitoring the bills. Question in this report?

7. NCOM Development updates:

Agenda 6A is to review grant applications. I will turn this to staff Brittany or Sarah for any grant applications we receive and provide an update on how it is going.

This is Brittany for the record, clarify the question? Do you want an update on the application?

Chair Catarata for the record, not the application is all set and good it is out in the community. My question specifically is grant cycle do we know how many people have applied for the grant, are there any trends that staff are monitoring?

Got it this is Brittany for the record, thank you for the clarification. Rose is actually the only person that has access to the NCOM email, I cannot give you a clear picture on what the trends are.

This is Sarah Thomas for the record I do not have further information.

This is Dr. Garner for the record, I have a few folks that say they have difficulty writing on the document, I think has been resolved?

Chair Catarata for the record thank you Dr. Garner, Brittany and Sarah. Rose is out on vacation for today. That is important to know, I want to ask staff, we have the grant process open right, for the future, for the record, do we know is there any way that, cause I am hearing, I concur with Dr. Garner, it might be difficult for folks to utilize Adobe Acrobat to input the text for the application, just for future reference, do we know if the department of education has Google forms or sub-stack form that folk can use to apply for the for these grants down the road?

This is Brittany for the record, we do not have one, but we can easily create one. This go around I can definitely do that and have that ready.

Thank you, Brittany, and the staff and Dr. Garner, you bring up a good point. In matter of discussion, commissioners feel free to unmute and note your name for the record. What I have been seeing in the past few weeks as we closely monitor this spring micro grant, there are folks from Reno, Las Vegas, that have been reaching out and applying. I did not know that there was not an attachment to the email and staff did correct that. I know folks and I won't name the specific non-profits currently in their process, there are multiple non-profits that are applying. Questions or comments or concerns? For the good of the order for today's convening.

Chair this is Brigid, how long is the application process open? Thank you, Commissioner Duffy, for your question.

Chair Catarata, I will direct it to the staff.

This is Brittany for the record, according to the application timeline, it is due by the 31st of March will close.

Commissioner Duffy, you bring up a good point, I am looking at the announcement, application will be accepted till March 31st and selected organizations will be notified on May 5th. We know as commissioner that will take our rigorous process at looking at each application and seeing that there has been an influx of applications, commissioners we will have a lot of time on our hands to look at these applications one by one at the appropriate sub-committee but with commissioner Duffy point. This application closes March 31st. If you have any folks that are still interested in applying, please let them know. Any questions?

This is Brittany for the record, I do have a question, since the application will be closing soon would you like ne to create a google form and have Rose include it in the auto reply NCOM email, how can we problem solve the application for this round.

Thank you, Brittany, this is Catarata for the record. Knowing that there are a couple of days until March 31st and folks have submitted their application or have rectified in their application. I will open it up to my fellow commissioners, thoughts, do we want to add a sub-stack-forms or at the next cycle of grants, instead of a PDF do we want to do a sub-stack form.

This is commissioner Cardenas for the record, I believe that this cycle since people submitted their application in fairness to them in keeping the process the same for each applicant, don't update the form this cycle, having an online form for next cycle is a great idea.

Chair Catarata, thank you, Commissioner Cardenas. Any other thoughts, we don't need to motion to approve. Hold off Brittany on doing so, hold that thought for the next application process and maybe me and you Brittany can explore what the sub-stack looks like on NDE and work with the PIO the next time around that it is linked in the press release.

This is Brittany for the record, thank you, that sounds great.

Thank you, Brittany, and Commissioner Cardenas. Any other thoughts or notations?

Hi Chair this is Brigid again, knowing what it took us to do make the approvals, are we going to talk about how many meetings we are going to need in April, in order to get, decide who is getting the grants, the last time that was a two, three-day process.

Thank you, Commissioner Duffy. Great point, I think, let do this as an action item. We won't have to vote on this, just because it is in our prescribed duties as a commission, that is, when Rose comes back from vacation, Rose will notify all members in respect to open meeting law, how many applications there are currently and then we can decide on how many postings of an agenda. I am thinking bureaucratically here, give me one minute. Then we will figure out the postings of an agenda of how many applications we can get per sub-committee, let's say one sub-committee we do five next we do the five. We will discuss amongst ourselves from there, does that sound good commissioners? I know we don't have the answer right now, since we don't have access to the full complete list of applicants.

This is Commissioner Duffy for the record, I agree, we are going to have to do it pretty quick, to make sure our calendars have the space on it. As soon as Rose is back, we will know how much time we are going to need.

This is Commissioner Cardenas for the record. To that point, maybe changing the process a bit, I know it is appropriate for the sub-committee to vote on it. For example, the scholarship review processes for the foundation I used to work for. We only review the top scoring applications.

Last cycle we went one by one, since there was a manageable amount of grant applications to go through and we even spent time on some we even knew for sure weren't (inaudible) we spent ten minutes discussing the ones we knew the grant money was not going to, which is healthy for the first go around of course. This time I can draft up an excel sheet or a form for the grants sub-committee, maybe just spending the actual meeting time for the ones that are competitive and weeding out the applications that don't fall under the application we want to award. So that way we don't have that many meetings and we are more efficient with our time.

This is Catarata for the record, Commissioner Cardenas, I love that idea, let implement it.

8. Agenda Item Consideration:

Per Chair Catarata, two things, let's implement that under agenda "Items for Considerations" with Rose and then of course it will have to be approved under flexible agenda for the record. Commissioner Duffy you bring up great point in terms of the efficiency and quickness of it. As an action item as a follow up, staff Sarah or Brittany are able to make sure that this is noted in an email for Rose. I will follow up with Rose, internally NDE, flag this for Rose as a follow up homework assignment as soon as she gets back, so we can get Commissioner Duffy and the sub-committee members those meeting dates and the quantity of the applications.

This is Brittany for the record, absolutely, I am noting it right now.

Per Chair Catarata, thank you, Brittany, that is Commissioners Duffy's point and Commissioners Cardenas I am thinking strategically here in terms of the quality applications I think it will be kosher for the sub-committee to allocate that time, let me propose that under the next agenda item. Is that good with you commissioner?

This is Commissioner Cardenas for the record, yes, I just wanted to throw that out there, whatever is most appropriate under your discretion Chair, I am all for it.

Catarata here, sounds great thank you Cardenas thank you staff, thank you Commissioner Duffy. Any other questions, comments, concerns ideas for 6A. Thank you Commissions and Staff that was productive. Agenda item 7 Considerations, put an S. I will add an Item to Agenda Item Considerations, per Commissioner Cardenas, suggestions making sure we have a Quality Discussion for the Sub-Committee Meeting for the upcoming Sub-Committee Meeting when we are reviewing the applications and that effort will be led by Commissioner Cardenas as a respected Sub-Committee Member. Brittany and Sarah are we able to notate that for an agenda item consideration with Rose as soon as she returns, back from her leave.

Yes, this is Brittany for the record.

Per Chair Catarata; any other considerations? Hearing and seeing none, we will move to public comment number two.

9. Public Comment #2

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

10. Adjournment

Thank you all for joining our expeditious meeting today 2:39pm

Motion: to Adjourn the Meeting

By: Chair Catarata

Second: Dr. Maxwell

Vote: Passed Unanimously