

# Nevada Department Of Education

Nevada Commission on Mentoring

Friday, June 24, 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

Douglas Garner

Sebastian Cardenas

Laura Davidson

### COMMISSION MEMBER ABSENT

Michael Maxwell

Michael Flores

Brigid Duffy

### DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

Pamela Juniel, NDE Staff

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

Chair Catarata called the meeting to order on Friday, June 24, 2022 at 2:05 p.m.

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

### 2. Public Comment # 1

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:** Laura Davidson  
**Vote:** Passed Unanimously

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

Vice Chair Katie Membreno thanked the members for dedicating their time to join the subcommittees.

#### **5. Chair's Report**

Chair Karl Catarata updated the subcommittee on the fact that the last NCOM meeting involved a decision for reallocation of the \$3,000. Chair Catarata informed the members that NDE staff is in the process of connecting with the staff members of those organizations to ensure that the grant funds have been successfully spent. Chair Catarata further indicated that going forward, there will be additional discussion regarding what the next grant process will entail and encouraged the members to feel emboldened and empowered to recommend or take lead in the next grants process.

#### **6. NCOM Development updates**

Chair Karl Catarata asked if there are any updates from staff regarding barriers or blockages in the process of passing out grants.

Rose Cota, NDE, indicated that she does not have any information regarding this and that Gabby Lamarre is actually the one in communication with the different departments. Ms. Cota indicated that she has not been advised of any information to report.

##### **a. Denial Letters for Grant Funds**

Chair Karl Catarata indicated his willingness to write a denial letter for the applicants who did not receive funds with an encouragement to apply in the future.

Vice Chair Katie Membreno did not have any updates.

Chair Karl Catarata indicated that a draft letter was done for NDE for those receiving funds and deferred to Rose Cota regarding anything specific needed from NCOM for the denial letter.

Rose Cota, NDE, indicated that the denial letter should be drafted by the NCOM

Commissioners and Gabby Lamarre. Ms. Cota explained that as soon as the letter is completed, it will likely be assigned to Ms. Cota for disbursement.

Douglas Garner asked for confirmation that all organizations approved for grant funding have been notified that grant money is coming.

Rose Cota indicated that she was unable to confirm this as she does not have access to that department.

Sebastian Cardenas indicated the importance of including outreach and discussion of a grant-writing workshop as part of the denial letters rather than just feedback in order for the organizations to see NCOM as a support system for their programs and organizations. Commissioner Cardenas also indicated his support to work on the denial letters. In terms of the next application process, Commissioner Cardenas indicated that he would like to see more applications from outside of southern Nevada and would like to work on reaching those locations.

Douglas Garner indicated his willingness to assist with the development of the workshop.

Laura Davidson concurred with Commissioner Cardenas that more northern Nevada representation would be welcomed and indicated that she has reached out to the UNR organizations. Commissioner Davidson further indicated the importance of in-person meetings with these organizations to provide more information about NCOM.

Vice Chair Katie Membreno suggested sending the dates of the next subcommittee meetings to anyone interested in applying and then having a section of the subcommittee meeting specific to assisting applicants, which will provide opportunity to receive assistance prior to the deadline.

Chair Karl Catarata concurred.

**b. Grant Workshop**

Sebastian Cardenas explained that he has access to a couple of different workshops, including one at CIS that that can be set up via Zoom. Commissioner Cardenas suggested listing these workshops on social media as well as on the NDE website. Commissioner Cardenas also noted a few individuals that could provide a walkthrough of the grant process. Commissioner Cardenas also supported Vice Chair Membreno's suggestion of connecting people with the subcommittee meetings and again indicated his willingness to help draft the letters.

Chair Karl Catarata indicated his support for Sebastian Cardenas moving forward with these steps and asked him to work with Rose Cota to start moving the process forward. Chair Catarata further indicated that Commissioner Cardenas would need to send the denial letter to the members of the Commission individually for their responses so as not to violate open meeting law. Chair Catarata indicated that a vote may need to be taken as to whether or not Commissioners want all of their names included in the letter.

Douglas Garner asked Sebastian Cardenas to reach out to him for anything he needs help doing in this process. Commissioner Garner further indicated his support for having all Commissioners' names on the letter.

Laura Davidson offered her support with anything needed and suggested hosting a Q and A session to provide additional help for applicants.

Sebastian Cardenas indicated that he intends to draft out a plan and then reach out to the Commissioners for feedback prior to sending a final draft to Chair Catarata and NDE.

Pam Juniel, NDE, did not have any specific updates other than the fact that NDE is doing closeouts for all of its LEAs and collaborators and preparing for the beginning of the next fiscal year.

Chair Karl Catarata indicated that he and Commissioners Cardenas, Garner, Davidson, and Membreno would complete the follow-up steps prior to the next meeting.

## **7. Agenda Item Considerations**

Chair Karl Catarata asked if there are any items for consideration and asked for suggestions regarding the next subcommittee meeting.

Douglas Garner indicated that he would be unavailable the weekend of July 15, 2022.

Sebastian Cardenas suggested meeting the week prior in order to have enough time for the process of reviewing the budget and/or receipts for funds spend by awardees. Commissioner Cardenas also requested some feedback from Gabby Lamarre during the course of that meeting regarding the process and potential places for improvement in the next cycle.

Chair Karl Catarata requested that Rose Cota add a presentation from Gabby Lamarre to the agenda. Chair Catarata suggested a meeting date of Friday, July 8 in the afternoon.

Vice Chair Katie Membreno indicated that she would not be available that day.

Laura Davidson indicated that she would be available that day.

Chair Karl Catarata indicated his belief that Commissioner Duffy might be available to join that day so that the subcommittee could reach quorum and as such, asked Rose Cota to post a meeting for 2:00 on Friday, July 8.

Laura Davidson indicated that she does not have a lot of connections with mentoring organizations in northern Nevada and suggested a future agenda item including outreach brainstorming.

Sebastian Cardenas indicated that he knows of a couple of organizations to whom he will reach out with information.

Pam Juniell, NDE, indicated that because she is in northern Nevada, she would be happy to help with the listing and location of mentoring programs to help expand NCOM's contacts and collaborators.

Chair Karl Catarata requested that Commissioner Davidson's suggestion of brainstorming be added to the next posted agenda with the suggestion that NDE staff prepare to provide a presentation or a list of different contacts to whom the Commissioners can reach out for collaboration.

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

There was no public comment.

## **9. Adjournment**

Chair Karl Catarata moved to adjourn the June 24, 2022 meeting at 2:35 p.m.

**Motion:** Adjourn the June 24, 2022 meeting

**By:** Karl Catarata

**Second:** Douglas Garner

**Vote:** Passed Unanimously