

Nevada Department Of Education

Nevada Commission on Mentoring
Grants Subcommittee Meeting
Friday, July 8, 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

Brigid Duffy

COMMISSION MEMBER ABSENT

Michael Maxwell

Michael Flores

DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

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

Chair Catarata called the meeting to order on Friday, July 8, 2022 at 2:06 p.m.

Vice Chair Katie Membreno conducted a roll call. **Quorum was established** (6 Members present).

Chair Karl Catarata acknowledged the use of 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 welcomed the members to the meeting.

5. Chair's Report:

Chair Karl Catarata reported that he had attended Mentoring under the Moonlight, honoring Kasina Boone. Chair Catarata further reported that he had briefed with Commissioner Sebastian Cardenas regarding some updates the Commissioner wished to provide. Chair Catarata noted the importance of moving along the grant process to wrap up for spring and summer and preparing the working group for the fall and winter. As such, Chair Catarata reminded NDE staff of the plan for them to present what follow ups to funding looks like. Chair Catarata indicated that he had sent cards over to Rose Cota to start sending thank-you cards administratively for the mentoring organizations.

Rose Cota, NDE, indicated that she did not have any updates regarding grants at this time, that Gabby Lamarre was not available for today's meeting, but that she would ask Ms. Lamarre to update the Commission via email following her return the following Monday.

Chair Karl Catarata indicated that organizations who are not specifically in the mentoring sphere but do offer mentoring components do qualify for mentoring resources, and indicated that this could be part of the discussion with NDE staff at the next meeting.

6. NCOM Development updates:

a. Review Denial Letters for Grant Funds

Chair Karl Catarata discussed the denial letters for grant funds, indicating that he would be happy to reach out to the organizations with whom NCOM needs to continue a relationship, and asked where NDE is in this process.

Rose Cota indicated that this is information that Gabby Lamarre will need to provide following her return.

Sebastian Cardenas indicated that he is drafting some of the denial letters per the last subcommittee meeting decision and will be ready to share the drafts of those letters on

Monday morning, after which the Commission can decide on the process for distribution.

Chair Karl Catarata indicated the importance of providing Gabby Lamarre with the finalized drafts for feedback prior to the decision on how to send those letters, whether digitally or via mail.

b. Grant Workshop Calendar

Sebastian Cardenas discussed the grants workshop, indicating that he has reached out to Jamie Chazan, the grants director with Communities in Schools, who responded with the willingness to help with outlying first steps for nonprofits in the workshop. Commissioner Cardenas indicated that he has proposed dates of July 27 and August 3, but prior to asking the Commission to vote on a final date, wanted to check with NDE regarding timelines that need to be worked around in order to allow workshop attendees enough time to use what is learned in the workshop.

Chair Karl Catarata indicated that dates have not yet been decided for fall or winter because NDE needs to follow up on the closure of spring and summer first.

Sebastian Cardenas indicated his belief that if something had been fundamentally wrong with the existing grant process, the Subcommittee would already be aware, and asked about the possibility of beginning to accept applications by end of August in order to begin development of the timeline.

Laura Davidson indicated her support for having the new final application ready for the workshop. Commissioner Davidson further commented on the potential need for valuable feedback from those who completed or reviewed the grant applications to help NCOM refine the process.

Sebastian Cardenas indicated that he can work on editing on some of the discussed changes to the application and send that out along with the letters on Monday morning, after which the Commission can touch base regarding the outline of a calendar that provides a timeline that can be approved in the next meeting. Commissioner Cardenas asked if beginning to mid-August seemed like a reasonable time to schedule the workshop.

Brigid Duffy suggested putting all of this into the agenda for the entire Commission meeting the following Friday to vote on any changes to the application and the letters. Commissioner Duffy next indicated her belief that the Commission needs some time to think about the timeline in terms of how much time people are going to need to schedule for the workshop and whether or not it is being scheduled too soon for people to attend, as well as the time needed for marketing.

Sebastian Cardenas concurred with Commissioner Duffy's suggestions and reiterated that he could have everything ready on Monday morning in order to provide it in time for review on Friday.

Chair Karl Catarata concurred and suggested that Commissioner Cardenas also direct-

action items to NDE in order for things to move forward on NDE's end, as well, and the Commission can have department support.

c. Sub-Committee Meeting Calendar

Brigid Duffy asked if the agenda for the following Friday's meeting is already set.

Rose Cota indicated that it is not and informed the Subcommittee that the deadline to post an agenda is Tuesday at 9:00 a.m. Ms. Cota further indicated that if she receives everything by early Monday, she can put together an agenda and have it approved in time to meet OML.

Brigid Duffy clarified for Commissioner Cardenas that the agenda needs to post, but meeting materials can always be added later.

Vice Chair Katie Membreno concurred with Commissioner Duffy and indicated that following today she would not have access to her laptop and as such, asked that everything needing to be included in the meeting agenda be written out for her to send to NDE following the meeting.

Brigid Duffy indicated that if everything under item 6A in this agenda is included under NCOM Development Updates on the full meeting agenda, this should suffice.

Laura Davidson added that solidifying the new application should be included.

Sebastian Cardenas reminded the Subcommittee that the last meeting included discussion regarding more communication with mentor programs and nonprofits in northern and rural Nevada, and indicated that he has been in touch with a particular program director who is trying to determine if the can do type of mapping requested and if so, will then share it. Commissioner Cardenas further indicated that for the rural counties, the Public Education Foundation runs a teacher resource center called the Teacher Superstore and have a network of communication with the school districts there. Commissioner Cardenas indicated that he is in discussions with the Superstore team to try and recreate that and get a network going to have direct access to mentoring programs.

Laura Davidson indicated that she is interested in receiving a full list of the organizations so as not to duplicate efforts.

Brigid Duffy suggested that the Subcommittee meet again prior to the workshop.

Sebastian Cardenas indicated the importance of the Subcommittee continuing with outreach as well as status updates from NDE.

Chair Karl Catarata indicated that if anything else arises under agenda item 6, the Subcommittee will continue to work with NDE regarding upcoming meetings, scheduling those regularly, and posting them on social media. Chair Catarata asked Rose Cota if a

calendar or one-pager would be available of upcoming subcommittee meetings.

Rose Cota confirmed that she would create this based on when subcommittee members would like to meet.

Chair Karl Catarata indicated that Fridays at 2:00 were agreeable to him and indicated his desire to keep meetings to one hour or less.

Sebastian Cardenas concurred.

Brigid Duffy concurred.

Vice Chair Katie Membreno concurred.

7. Agenda Item Considerations

a. NCOM Grant FY22 Status Update

Gabby Lamarre was not present for this meeting and therefore could not provide a status update.

b. Brainstorming Session on Northern Nevada

Laura Davidson asked for the list of everyone to whom the Subcommittee and NDE have already reached out to check for duplication. Commissioner Davidson further indicated her happiness at the idea of a map in the works for the north in order to help her with recruitment of mentoring organizations. In addition, Commissioner Davidson discussed the importance of understanding NCOM's recruitment strategy in order to determine how best to reach out to colleagues in northern Nevada.

Chair Karl Catarata requested that NCOM Development updates on the next meeting include a 15-20 minute brainstorming session regarding northern Nevada as well as Gabby Lamarre's report back on department items.

8. Public Comment #2

There was no public comment.

9. Adjournment

Motion: Adjourn the meeting at 2:46 p.m.

By: Karl Catarata

Second: Brigid Duffy