

# Nevada Department of Education

Nevada Commission on Mentoring

Friday, August 18, 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

Laura Davidson

Michael Maxwell

Raja Mourey

### COMMISSION MEMBER ABSENT

Brigid Duffy

Michael Flores

Sebastian Cardenas

Andres Estrada

### DEPARTMENT STAFF PRESENT

Sarah Thomas, NDE Staff

Rose Cota, NDE Staff

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

Vice Chair Membreno called the meeting to order on Friday, August 18, 2023 at 2:04 p.m.

Rose Cota, conducted a roll call. **Quorum was established** (5 Members present).

Chair Catarata led the Commission in the Pledge of Allegiance and acknowledged 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 **acquired quorum** and therefore could vote on approval for any objective in this meeting.

**Motion:** To approve a flexible agenda

**By:** Karl Catarata

**Second:** Katie Membreno

**Vote:** Passed unanimously

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

Vice Chair Membreno thanked all members for attending today's meeting and thanked Dr. Davidson for all the work she has done in refining the grant application.

### 5. Chair's Report:

Chair Catarata indicated that NCOM does still have an open position for a rural Commissioner and encouraged anyone interested to apply at <https://gov.nv.gov/boards/board-vacancies>, noting that this is a governor-appointed position of a resident of a county with a population of less than 100,000. Chair Catarata explained that there has been some interest and so people are in the process of applying. Chair Catarata next congratulated Commissioner Duffy and excused her from today's meeting as she is moving her daughter from the University of Nevada Reno. Chair Catarata echoed Vice Chair Membreno's thanks of Dr. Davidson for all her work on the grant applications and encouraged any interested Commissioners to attend subcommittee meetings.

### 6. NCOM Development updates:

#### a. Draft NCOM Grant Funds Application FY24-25

Commissioner Davidson indicated that Commissioners should have received attachments with today's agenda regarding the updated fall micro grant application. Commissioner Davidson noted that in addition to updating the grant application itself, a rubric was added for clearer and more reliable scoring. Dr. Davidson went over the changes to the grant funds application with the Commission, pointing out the areas that were clarified, noting that the grant funds should be focused on youth mentoring.

Commissioner Maxwell questioned if a definition of youth was included.

Commissioner Davidson noted that it was not, but is open to including a definition should the Commission so choose.

**Motion:** Approval of Agenda Item 6a

**By:** Karl Catarata

**Second:** Michael Maxwell

**Vote:** Passed unanimously

**b. NCOM Grant Timeline**

Commissioner Davidson discussed the timeline, noting that the plan is to get the application out by October 2 with a funding timeline of end of January 2024 so that applicants will have a full six months to spend the funding. Commissioner Davidson indicated that the application will be open for a nearly two-month period, with a due date of November 21.

**c. Rubric**

Commissioner Davidson went over the proposed scoring rubric with the Commission, noting that it has been sectioned out to align with the three different parts. Commissioner Davidson indicated the section noting the total amount of the grant in hopes that applicants will apply for the right amount of funding so as to be in compliance.

**d. Denial Letters**

Rose Cota noted that the letter is simple and generic and needs only a date and personal address of the organization to whom it is going.

Chair Catarata requested that the spreadsheet of denials be shared with Commissioner Mourey, who is new to the Commission.

Rose Cota shared her screen to provide the Commission with an overview of the grants that were awarded in FY23.

- Motion:** To approve Agenda Item 6d
- By:** Karl Catarata
- Second:** Vice Chair Katie Membreno
- Vote:** Passed unanimously

**7. Agenda Item Considerations**

**a. NCOM Grant Workshop #1 October 12th**

**b. NCOM Grant Workshop #2 October 18th**

Commissioner Davidson discussed the proposed grant workshops for October 12 and October 18, indicating that the next step in the process would be to develop the content for the workshops, each of which will be one hour long. Commissioner Davidson discussed the hopes of hosting the workshops virtually and recording them to make available online to those unable to attend. Commissioner Davidson further proposed a later grant workshop on where else grant funds related to mentoring can be secured, and suggested adding this as a future agenda item. Commissioner Davidson indicated that the grants subcommittee intends to host these proposed workshops along with support staff from NDE. Commissioner Davidson noted that the subcommittee intends to get NDE a sample, rough PowerPoint of what might be included in that webinar by Tuesday, as well as to send out the press release to all grant organizations wishing to apply that would include a link to sign up for one of the

two workshops. Commissioner Davidson proposed having a mock application ready for the workshops written to the rubric itself to provide an example to applicants as to what the final product for which NCOM is looking should look like.

Chair Catarata commended the work done by Dr. Davidson and asked NDE staff to send out a calendar invite for the upcoming dates for the grant workshops to mentoring organizations in the state.

Vice Chair Membreno indicated that next steps would include Commissioners reaching out to mentoring organizations with information regarding the grant and the workshops. Vice Chair Membreno further noted that she is working on an updated spreadsheet that includes the mentoring organizations to whom NCOM has reached out in the past, or who have applied, or who have been denied. The Vice Chair indicated that she will share this spreadsheet with Commissioners once it is complete.

Sarah Thomas, NDE, recommended that the Commission fill the secretary position for NCOM as Rose Cota has moved into a new position.

Chair Catarata agreed and noted the importance of reviewing the position and the bylaws so that this position can be filled properly. Chair Catarata congratulated Rose Cota on her new position.

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

Chair Catarata opened the second period of public comment. There was no public comment.

## **9. Adjournment**

**Motion:** To adjourn the August 18, 2023 NCOM meeting at 2:39pm.  
**By:** Karl Catarata  
**Second:** Michael Maxwell  
**Vote:** Passed unanimously