

Nevada Department of Education

Nevada Commission on Mentoring Emergency Meeting

Friday, November 8, 2024

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

Dr. Laura Davidson

Dr. Michael Maxwell

Vince Nava

Andres Estrada

DEPARTMENT STAFF PRESENT

Vernon Hee, NDE Contractor

Vivian Lathrop, Administrative Assistant

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

Vice Chair Membreno called the meeting to order on Friday, November 8, 2024, at 2:05 p.m.

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

Vice Chair Membreno led the Commission in the Pledge of Allegiance, and acknowledged the land.

2. Public Comment

Vice Chair Membreno 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: Katie Membreno

Second: Laura Davidson

Vote: Passed Unanimously

4. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno thanked the members for attending the meeting on short notice, noting the need for discussion regarding the grant application process.

5. Chair's Report:

Chair Catarata had no updates to report.

6. NCOM Development updates:

a. NCOM Grant Fund Application Date Correction and Updates

Rose Cota informed the Subcommittee that the date for the year on the grant was incorrect. Ms. Cota indicated that she has updated the date to read FY'24-25 rather than '26 anywhere that the date was incorrect in the press release. Ms. Cota explained that she has not made the changes on the grant application itself, as she wished for direction from the Commission. Ms. Cota noted that either she could make the changes or the Commissioners could do so, and noted that the grant application needed to be attached to the pre-award assessment and the rubric, both of which also showed the incorrect date but have since been corrected. Ms. Cota further noted that the timeframe developed by the Commissioners, end of summer/beginning of fall, needed to be changed because everything did not occur in that timeframe.

Vice Chair Membreno opened the floor for questions prior to discussing the new timeline. The Vice Chair indicated that what was suggested ahead of time was to change the language so as not to run into the same issue that occurred with the press release, causing a delay.

Rose Cota shared her screen with the Commission, and cited her earlier discussion with the Vice Chair regarding opening up the timeframe a little bit more to ease restriction. As such, Ms. Cota suggested that the due date for completion and return of the grant application be December 31, with a review by the subcommittee to follow on January 10, followed by review by the entire NCOM and vote on January 17. Ms. Cota then indicated that the subcommittee would provide her with the notice of award letters to be sent out no later than January 31. Ms. Cota explained that these changes would put NDE on track for all of the documents that need to be sent out to subrecipients for processing, and the ability to work with the Grants Management Unit after January 31.

Commissioner Vincent Nava questioned the inclusion of dates of this timeline.

Rose Cota confirmed that the previous timeline was tighter, there were more dates involved, but now NDE and the Commission do not have the luxury of time given that it is already November. As such, Ms. Cota confirmed that there is still a timeframe, it is just one with fewer dates included.

Commissioner Laura Davidson requested that before the next press release is sent, the subcommittee have a day or a couple days' notice for review to ensure that everything is correct.

Rose Cota confirmed that she would compile everything and send it out to the entire Commission for review and remarks prior to release. Ms. Cota indicated her intent to have this done and ready to be released prior to the Thanksgiving holiday.

Vice Chair Membreno concurred with Dr. Davidson, noting that an extra set of eyes and time to review would eliminate errors like the ones that occurred. The Vice Chair informed the subcommittee of the importance of familiarizing themselves with the asset map sent out with the press release, and indicated that if any members do not have access to the asset map, to contact her and she will provide that access.

Motion: To approve of the NCOM grant fund application's date corrections and updates.
By: Vice Chair Katie Membreno
Second: Vincent Nava
Vote: Passed unanimously

7. Agenda Item Considerations

The Vice Chair asked for any agenda item considerations, noting that if Commissioners did have considerations at a later time, to contact her directly. There were no agenda item considerations.

8. Public Comment #2

Vice Chair Membreno opened the floor to public comment. There was no public comment.

9. Adjournment

Vice Chair Katie Membreno adjourned the meeting at 2:23 p.m.