

# Nevada Department of Education

Nevada Commission on Mentoring

Friday, March 15, 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

Andres Estrada

### COMMISSION MEMBER ABSENT

Brigid Duffy

Dr. Michael Maxwell

Raja Mourey

### 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, March 15, 2024 at 2:02 p.m.

Rose Cota, conducted a roll call. **Quorum was established** (4 Members present).

Chair Catarata led the Commission in the Pledge of Allegiance and acknowledged the land on which the Nevada Commission on Mentoring and Nevada Department of Education stand.

### 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:** Laura Davidson

**Vote:** Passed unanimously

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

Vice Chair Katie Membreno welcomed Commissioners and thanked them for attending today's meeting.

Chair Catarata noted that three Commission members were excused from today's meeting for different reasons, and echoed the Vice Chair's thanks for those Commissioners and NDE members able to attend.

#### **5. Approval of NCOM, February 16, 2024, MEETING MINUTES**

**Motion:** To approve the NCOM, February 16, 2024 Meeting Minutes

**By:** Katie Membreno

**Second:** Karl Catarata

**Vote:** Passed unanimously

#### **6. Chair's Report:**

Chair Catarata indicated the need to locate a youth Commissioner as this item is outstanding. The Chair noted that this position needs to be posted and requested that any Commissioners aware of a youth passionate about civic engagement and community involvement please recommend them to the Commission.

Vice Chair Membreno indicated that she did send the form out to Commissioner Duffy, who had a recommendation. The Vice Chair noted that she has not yet heard back from Commissioner Duffy, but can send over a reminder. In addition, Vice Chair Membreno indicated that she has an updated form that she can send to everyone, and will forward it following today's meeting. The Vice Chair requested that everyone present at today's meeting please forward the form to at least one person.

Dr. Davidson asked for clarification of the age range for a youth commissioner.

Vice Chair Membreno indicated her belief that the age range is 16 to 24 years old.

Chair Catarata concurred but indicated that he would double check the NCOM guidelines regarding age range of a youth commissioner to be certain. The Chair next indicated that the Commission is working on its report to the Governor. The Chair thanked Commissioner Duffy and Vice Chair Membreno on ensuring that organizations that have received a grant, as well as the Commission's community engagement are included in that report. Chair Catarata invited Commissioners with any input or suggestions for the Governor's report to please feel free to do so and noted that individual names will not be included in the report. The Chair added that he will send a copy of that report to all commissioners prior to submitting it to the Governor.

## **7. NCOM Development updates:**

### **a. NCOM Grant Funds Process**

#### **i. Pre-Award Assessment**

Rose Cota, NDE indicated that all pre-award assessments have been processed and approved. Ms. Cota added that Incline Education Fund is not eligible for funding and that she will provide more details of that in a separate email to the Commission. Ms. Cota further noted that La Voz Latino Law Student Association has not responded to requests to send in their pre-award assessment and as such, are not approved to move forward with the award.

#### **ii. Allocation Memo**

Rose Cota explained that the allocation memo that is sent to leadership for review and approval is a summary of all that NCOM is requesting, as well as the funding amount for each mentoring organization that has applied. Ms. Cota indicated that this has been completed by the NDE team and forwarded to the supervisor, who has now sent it to leadership for review and approval. Ms. Cota explained that once this comes back to NDE, instructions will be sent off with the civil award budget template to the selected organizations.

#### **iii. Subaward Budget Templates**

Rose Cota noted that this is still in progress and NDE hopes to get to a point where all sub-award budget templates can be sent off along with all the other documents to the subrecipients, who will then forward it back, and it can be put through the process. Ms. Cota indicated that once this is approved, the goal is to give all subrecipients the green light to begin their spend down, hopefully in April, with an end date of June 30.

#### **iv. NCOM Award Denial Letter**

Rose Cota indicated that all letters seem fine, but that she needs clarification from the Commission as to whether these letters are something NDE should send out or if the Commission wishes to send them out itself.

Chair Catarata indicated his comfort with having NDE send out the letters and cc the Commission on that.

Dr. Davidson concurred. Dr. Davidson requested that NDE present the Commission with the budget sub-award template and pre-assessment at a future meeting just to familiarize the Commission with that process.

Rose Cota indicated that he hopes to put it all together so that the Commission can see exactly what subrecipients are seeing. Ms. Cota further noted the importance of putting together a technical session for the applicants to help explain the process and the documents.

Chair Catarata asked how the Commission could be of support for NDE in this process.

Rose Cota thanked the Chair and noted that at this time, NDE has a good handle on all that is happening.

## **8. Agenda Item Considerations**

Chair Catarata asked Commissioners and staff for any agenda item considerations for upcoming meetings.

Vice Chair Membreno questioned if the Commission needs to formally approve of the denial letters that are specific to each organization.

Chair Catarata noted that because these were approved in an earlier meeting, there is no need to add this as an action item.

Rose Cota asked for clarification if this means that NDE will be sending out two denial letters to the mentoring organizations not selected.

Vice Chair Membreno reminded the meeting attendees that the Commission agreed on sending out generic letters first to inform organizations that they did not receive funds this cycle, followed by letters specific to each organization as to their application and the reasons for denial.

Chair Catarata reminded the Commission of the decision made at a previous meeting that any youth

Commissioner(s) joining NCOM will also be taking on the secretary roles and responsibilities to support NDE staff. The Chair requested that this ongoing consideration be added under Agenda Item 7, NCOM Development Updates, for the next NCOM meeting.

There were no other agenda item considerations.

## **9. Public Comment #2**

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

## **10. Adjournment**

**Motion:** To adjourn the March 15, 2024 NCOM Meeting at 2:22pm.  
**By:** Karl Catarata  
**Second:** Katie Membreno  
**Vote:** Passed unanimously