

**YORK COUNTY HEAD START
POLICY COUNCIL MINUTES
Wednesday, November 19, 2025, at 10:00 a.m.
1490 Government Road
Williamsburg, VA 23185**

Call to Order: 10:02 a.m.

Attendees: Amanda Leonard, Natisha Washington, Jeff Kantor, Shevonne Hueman, Alili Antolin-Aquino, Mridul Singh, Amber Vadala, David Magruder, Linda Tazi, Douglas Holyrod, Michelle Justiniano, Jacquelyn Linder, Dr. Amber Richey, Tanya Coles, and Leyda Vazquez
Approval of Minutes. October minutes were presented to all Members: APPROVED. Amanda Leonard asked for a motion to approve, Alili Antolin-Aquino motioned to accept, and Natisha Washington seconded the motion.

Program Reports

Directors Report. The October program updates were presented.

- Personnel – Head Start is in the process of advertising and filling vacant positions.
- Enrollment – 99% Enrolled. GYC 40, BM 29, and YKT 17
- Average daily attendance – 91%
- Disability Enrollment – 10 children currently have IEPs
- Withdrawals/Drops – GYC 0, BM 0, and YKT 1
- Up to date on Health Requirements – Currently completing 45 and 90-day screenings
- CACFP October reimbursements – Total reimbursement of \$12,290.45. Meals served: Breakfast 1,413, Lunch 1,708, and Snack 1,602.
- Year-to-date volunteer hours – 171.5 hours
- Staff Professional Development – Staff members completed an afternoon of professional development with the Community Services department. This professional development features team-building activities and programmatic updates.

Financial Report. All members received the financial report: APPROVED. Amanda Leonard asked for a motion to approve. David Magruder motioned to accept, and Amber Vadala seconded the motion.

- October program expenses totaled - \$122,520.85
- Year-to-date program expenses totaled – \$519,324.54
- The October draw request – \$96,239.84
- The purchase card statement totaled – \$1,259.64

Information Memorandums. None at this time.

Program Instructions. None at this time.

New Business

Personnel Actions and Recommendations. Tanya Coles and Leyda Vazquez presented two candidates for hire and approval:

- Nicole Johnson: Ms. Johnson is recommended for hire for the Administrative Assistant II position. Ms. Johnson has served in several positions that utilized Administrative skills. Most recently, she served as the YMCA's Membership Coordinator. Ms. Johnson brings experience serving children, administrative experience, and a Master's Degree in Journalism to York County Head Start. APPROVED: Amanda Leonard asked for a

motion to approve. Alili Antolin-Aquino motioned to accept, and David Magruder seconded the motion.

- Angela Weldon: Ms. Weldon is recommended for hire as the Administrative Assistant I position. Ms. Weldon has served in several positions that utilized Administrative skills. Currently, Angela is employed as a Lead Teacher for a local childcare facility. Ms. Weldon has experience in Early Childhood and has a bachelor's degree in human services. APPROVED: Amanda Leonard asked for a motion to approve. Alili Antolin-Aquino motioned to accept, and David Magruder seconded the motion.

ERSEA Training. Leyda Vazquez, the Family Services Coordinator, provided an Eligibility, Recruitment, Selection, Enrollment, and Attendance training presentation to all policy council members. Some key highlights from Ms. Vazquez's presentation included: families and children with the greatest need are prioritized for eligibility. The recruitment plan for the program is developed and based on community and program data. The criteria selection process ensures high-risk families are prioritized for enrollment. Enrollment is monitored monthly. The program has 30 calendar days to fill vacant student slots. Average daily attendance is monitored monthly and must meet the 85% requirement identified by the Office of Head Start.

Election of Policy Council Positions and Committees. The following Parent Policy Council member was selected and approved for the 2025-2026 school year:

- Amber Vadala was selected to serve as the Parliamentarian and as a member of the Personnel and Budget Committees. APPROVED. Amanda Leonard asked for a motion to approve. Natisha Washington motioned to accept, and Alili Antolin-Aquino seconded the motion.

Other Business

Next Meeting Date and Location. Wednesday, December 17th, 2025, 10:00 a.m. GYC and via Zoom

Adjournment. 11:00 a.m.