

School Catalog & Student Handbook Addendum



Revised January 28, 2025

International School of Skin, Nailcare and Massage Therapy

7840 Roswell Road

Building 500, Suite 550

Sandy Springs, GA 30350

404.843.1005

Fax: 404.393.9665

Website: www.issnmtschool.com

Email: admissions@issnschool.com

Or, Campus President

ptjones@aeholding.net

Holiday and Break Schedule 2025
This Calendar Will Always Replace What Is Listed in the School Catalog and Student Handbook

	Holiday and Break Schedule 2025		
	Students OFF	Staff OFF	Instructors OFF
New Year's Day	Wednesday, 1/1/25	Wednesday, 1/1/25	Wednesday, 1/1/25
Martin King Jr. Holiday	Monday, 1/20/2025	Monday, 1/20/2025	Monday, 1/20/2025
Easter Sunday	Sunday, 4/20/2025	N/A	Sunday, 4/20/2025
Memorial Day	Monday, 5/26/2025 Saturday 5/24 and Sunday 5/25/25	Monday, 5/26/2025	Monday, 5/26/2025 Saturday 5/24 and Sunday 5/25/25
Juneteenth	Thursday, 6/19/2025	Thursday, 6/19/2025	Thursday, 6/19/2025
Independence Day Observed	Friday, 7/4/2025	Friday, 7/4/2025	Friday, 7/4/2025
Summer Break	June 30 - July 6, 2025		July 1 - July 6, 2025
Return to Campus/Classes	7/7/2025	Annual Meeting 6/30/2025	Annual Meeting 6/30/2025
Labor Day	Monday, 9/1/2025	Monday, 9/1/2025	Monday, 9/1/2025
Harvest Week Break	Thursday, 11/27/2025 November 24 -30, 2025	Thursday, 11/27/2025 N/A	Thursday, 11/27/2025 November 25 - 30, 2025
Christmas Day	Thursday, 12/25/2025	Thursday, 12/25/2025	Thursday, 12/25/2025
Winter Break	12/24/25 - 1/2/2026	N/A	12/24/25 - 1/1/2026
Return to Campus/Classes	Friday, 1/2/26	Friday, 1/2/26	Friday, 1/2/26

Staff and Faculty Contact Information

Contact Information			
		Main Number: 404-843-1005	
Corporate Administrative Team	Position	Ext.	Email Address
Bill Jones	CEO/Partner	103	billjones@issnschool.com
Mona Reiser	CFO/Partner	109	marmstrong@aeholding.net
Pam Jones	CMO/Partner Phone: 404-293-2538	Cell 103	ptjones@aeholding.net
Cliff Mathe	Controller	105	cmathe@issnschool.com
Deborah Elrod	Executive Assistant phone: 404-372-9781	Cell 102	delrod@issnschool.com
Leadership Team			
Pam Jones	Campus President	103	ptjones@aeholding.net
Michael Johnson	Director of Career and Student Services	136	michael.johnson@issnschool.com
Rachel O'Neal	Director of Financial Services	115	finaid@issnschool.com
Heather Johnson	Director of Enrollment Services	113	hjohnson@issnschool.com
Lannie Swangim	Program Director and Educator: Nailcare/Cosmetology	124	lswangim@issnschool.com
Scott Crewes	Program Director and Educator, Massage Therapy	123	screwes@issnschool.com
Marquavia Whitehead	Program Director and Educator, Skin Care	130	mwhitehead@issnschool.com
Denece Walee	Program Director, Allied Health Care	117	denece.walee@issnschool.com
Sheila Kitchens	Director of Salon and Spa Services	100	skitchens@issnschool.com
Spa Services Team			
Sheila Kitchen	Director of Spa and Salon Services	100	skitchens@issnschool.com
Rosa Suarez	Spa Services Coordinator	100	spadesk@issnschool.com or RSuarez@issnschool.com
Enrollment Services Team			
Pam Jones	CMO	103	ptjones@aeholding.net
Heather Johnson	Director of Enrollment Services	113	hjohnson@issnschool.com
Adriana Cruz	High School Admissions Coach	110	acruz@issnschool.com
Bobby Mason	Enrollment Services Coordinator	121	bobby.mason@issnschool.com
Support Staff			
Olivia Hulsey	Admissions Coordinator/Receptionist	125	ohulsey@issnschool.com
Martina McCollum	Financial and Career Services Assistant	132	m.mccollum@issnschool.com
Bobby Mason	Evening Receptionist	125	bobby.mason@issnschool.com
Sanitation/Custodial Team			
Nelida "Nelly" Gallardo	Sanitation and Custodial Manager	125	
Karla Herrera	Sanitation and Custodial Staff	125	

Contact Information			
Main Number: 404-843-1005			
Student Services Team			
Rachel O'Neal	Director of Financial Services	115	finaid@issnschool.com
Marlina McCollum	Financial and Career Services Assistant	132	m.mccollum@issnschool.com
Deborah Elrod	Registrar and Bursar Manager	102	delrod@issnschool.com
Karen "De" Curtis-Glakas	Assistant Registrar/Adjunct Nailcare/Skin Care Educator	128	decurtis@issnschool.com
Heather Elledge	Registrar	106	h.elledge@issnschool.com
Olivia Husley	Receptionist/Career/Student Services Assistant	125	ohusley@issnschool.com
Education Team			
Skin Care			
Marquavia Whitehead	Program Director and Educator, Skin Care	130	mwhitehead@issnschool.com
Natasha Baltazar	Skin Care Educator	125	natasha.baltazar@issnschool.com
Nairi Bournazarian	Skin Care Educator	125	NairiB@issnschool.com
Deatra Durr	Skin Care Educator	125	ddurr@issnschool.com
Mary Catherine "MC" Patrick	Skin Care Educator	125	mpatrick@issnschool.com
Annie Tran	Skin Care Educator	125	atran@issnschool.com
Education Team			
Nailcare Program			
Lannie Swangim	Program Director/Educator	124	lswangim@issnschool.com
Savannah Scotland	Lead Educator	124	sscotland@issnschool.com
Jessica Dhawan	Educator	124	jdhawan@issnschool.com
Education Team			
Massage Therapy Program			
Scott Crewes	Program Director and Educator, Massage Therapy	123	screwes@issnschool.com
Lakisha Crasford	Educator	125	k.crawford@issnschool.com
Joseph Daniels	Educator	125	j.daniels@issnschool.com
C. Mayumi Hawthorne	Educator	125	mhawthorne@issnschool.com
Evette Murphy	Educator	125	emurphy@issnschool.com
Education Team			
Cosmetology Program			
Brenda Weder	Lead Educator - Cosmetology	107	bwieder@issnschool.com
TBD	Educator		-
Education Team			
Phlebotomy			
Denece Walee	Director, Allied Health Care Program; Phlebotomy Educator	117	denece.walee@issnschool.com
Tasha Burley	Phlebotomy Educator	117	
Education Team			
Barbering			
Marteen Bailey	Lead Educator - Barbering	125	MR.Bailey@issnschool.com
TBD	Educator		

IMPORTANT NOTICE: Students, staff and instructional staff are encouraged to contact the Campus President and/or other corporate office personnel with concerns or needs. The goal is Stellar Customer Service and to respond quickly.

Educator Qualifications

ISSNMT		Faculty Credentials		
Team Member	Skin Care	Licensure	Licensure	Certifications
Marquavia Whitehead	Program Director and Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES011237 & ESI-000238	Body Artist, First AID AED
Natasha Baltazar	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES0007432 & ESI-000209	Laser and Hydrofacial
Nairi Bournazarian	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES000734 & ESI-000110	-
Leslie Cole	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES006437 & ESI-000219	-
Deatra Durr	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES0003785 & ESI-000214	-
Mary Catherine "MC" Patrick	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES0002064 & ESI-000138	-
Annie Tran	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES007122 & ESI-000256	-
De Curtis-Glakas	Skin Care Educator	Licensed Esthetician/Esthetics Instructor	License #'s: ES002071 & ESI-000061	-
Education Team	Nailcare Program	Licensure	Licensure	Certifications
Lannie Swangim	Program Director/Educator	Licensed Nail Technician/Nailcare Instructor	CO110984 & COI-001609	-
Savannah Scotland	Lead Educator	Licensed Nail Technician/Nailcare Instructor	License #'s: NT0022217	-
Jessica Dhawan	Educator	Licensed Nail Technician/Nailcare Instructor	License #'s: NT021027 & NTI-000126	-
De Curtis-Glakas	Educator	Licensed Nail Technician/Nailcare Instructor	License #'s: NT008530 & NTI-00056	-
Education Team	Massage Therapy Program	Licensure	Licensure	Certifications
Scott Crewes	Program Director and Educator	Licensed Massage Therapist	License #'s: MT000755	-
Lakisha Crawford	Educator	Licensed Massage Therapist	License #'s: MT008203	-
Joseph Daniels	Educator	Licensed Massage Therapist	License #'s: MT012098	-
C. Mayumi Hawthorne	Educator	Licensed Massage Therapist	License #'s: MT001012	-
Evette Murphy	Educator	Licensed Massage Therapist	License #'s: MT001360	-
Education Team	Cosmetology Program	Licensure	Licensure	Certifications
Brenda Wieder	Lead Educator	Licensed Cosmetologist/COS Instructor	License #'s: C0142431 & COI-002609	-
TBD	Educator		License #'s:	-
Education Team	Phlebotomy/Allied Health Care	Licensure	Licensure	Certifications
Denece Walee	Program Director/Educator		NHA Certified: Phlebotomy #D3T6R6L6 NHA Certified: EKG Tech: #H9E2K3F3 NHA Certified: Clinical Medical Assistant: #L3Y6Q2B3 BLS Provider: 255411518951	NHA NHA NHA BLS

ACCURACY

This addendum is true and accurate in content and policy to the best of my knowledge.

Pam Jones, Campus President