



PALMYRA BOARD OF EDUCATION

PALMYRA, NJ 08065

V2

Brian J. McBride, Ed.D.
Superintendent of Schools

Administrative Office
301 Delaware Avenue

Jared M. Toscano
Business Administrator/Board Secretary

Vision: *Palmyra School District's teachers and community inspire all learners to excel, empowering students from our small and diverse community to change the world.*

Mission: *The mission of Palmyra School District is to develop critical thinkers, creative achievers, and compassionate community members. We foster a learning environment that embraces equity for all students while nurturing individual academic success and growth!*

+Document Provided
*Added after meeting notice

APRIL 19, 2023 AGENDA

1 Call to Order

The Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend meetings of the public bodies, at which time any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Palmyra Board of Education has caused notice of this meeting to be published by having the date, time, place and purpose thereof posted at Palmyra Borough Hall, the Palmyra Post Office, Charles Street School, Palmyra Middle & High School and the Board Offices, and mailed to the Palmyra Borough Clerk, Burlington County Times, and the Courier Post, on **April 6, 2023**.

2 Moment of Silent Meditation

3 Salute to the Flag

4 Roll Call

Sean Toner
Amy Austin
Kate Allen-Yoakum
Judy Belton
Cara Broadbelt
Erica Campbell
Erika Celley
James Dickinson
Jennifer Mossgrove
Leah Falicki, Riverton Representative
Olivia Ottenbreit, Student Representative
Beverly Representative

5 Presentations

- 5.01 Students of the Month
- 5.02 Audit Presentation by Tom Dark of Nightlinger, Colavita and Volpa (via Zoom)

6 Closed Session

WHEREAS, N.J.S.A. 10:4-6, et. Seq. (Open Public Meetings Act) provides that the Palmyra Board of Education may exclude the public from that portion of the meeting at which the Board of Education discusses certain matters as set forth in N.J.S.A. 10:4-12; and

WHEREAS, the Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of the Board of Education will reconvene following the end of the closed session, in approximately 45 minutes this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- _____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- _____ Any matter in which the release of information would impair a right to receive funds from the federal government
- _____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy
- _____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public
- _____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed
- _____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection
- _____ Any investigations of violations or possible violations of the law
- _____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer
- X Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public
- _____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility

BE IT FURTHER RESOLVED that the afore stated meeting shall be closed to the public for the reasons set forth above, in accordance with the OPEN PUBLIC MEETINGS ACT and that the discussion in closed session will be disclosed to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed.

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

Return from Closed Session

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____

7 Reports

- 7.01 Superintendent
- 7.02 Board Committees
 - 7.02a Policy & Curriculum
 - 7.02b Finance & Physical Plant
 - 7.02c Human Resources & Negotiation
 - 7.02d Strategic Planning
 - 7.02e Executive
- 7.03 Sending District Reports
 - 7.03a Beverly
 - 7.03b Riverton
- 7.04 Student Representative

8 Correspondence – none

9 Public Forum for Agenda Items

The Board, pursuant to the Open Public Meetings Act, is providing an opportunity for the Board to hear the public’s concerns. The Board will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting. If appropriate, the Superintendent will respond to your questions and concerns at a future time. We take your concerns and questions very seriously and want to have sufficient time to allow our administration to process and research issues, if need be.

Pursuant to Board Policy, the public comment portion of our meeting shall be limited to 30 minutes. In the event that the number of speakers will not be accommodated in 30 minutes, the Board President may limit each speaker to 3 minutes, in order to give everyone the opportunity to speak.

No member of the public may speak more than once on a given topic until all others who wish to speak have been heard.

We ask all speakers and members of the public show respect for other’s views and maintain civility during the meeting.

10 Consent Agenda Reports

10.01 BE IT RESOLVED that the following reports are hereby accepted and approved

- 10.01a +Enrollment Report – March 2023
- 10.01b +Health Report – March 2023
- 10.01c +HIB/SSDS Report – March 2023
- 10.01d +Fire & Safety Drills – March 2023
- 10.01e +Bill List – ending March 31, 2023
- 10.01f +Board Secretary Report and the Treasurer Report for February 28, 2023 which have been found to be in agreement
- 10.01g +Transfer Report – February 28, 2023
- 10.01h +Student Activity Account Report – February 28, 2023
- 10.01i +Minutes of the Regular Meeting of March 15, 2023
- 10.01j +Travel and Professional Development
 - TCNJ Urban Education Roundtable Participants as follows: Devon Murtagh, Jennifer Allen, Jennifer Van Zandt, Travis DiMartino, Caitlin Fox, Luke Ambrose, Karla O’Connell, Catherine Blatchley
- 10.01k +Volunteers
 - Hartman, Madison - volunteer coach, criminal history check on file

11 Old Business – none

12 Policy and Curriculum

- 12.01 BE IT RESOLVED that the following Policy and Curriculum actions are hereby approved as recommended by the Superintendent:
- 12.01a Policies and Regulations
 - NEW – R 2425 Emergency Virtual or Remote Instruction Program (M) – first reading
 - P 2425 Emergency Virtual or Remote Instruction Program (M) – revised
 - 12.01b +Approve revised job description D-21.2 Director: Assessment, Accountability and Special Projects
 - 12.01c +Approve revised job description A-8.1 Administrative Assistant to the Business Administrator for Reporting, Registration, Website and Special Projects
 - 12.01d +Approve the High School Voter SOA for 2022-2023
 - 12.01e Approve the enrollment of an exchange student through the Youth for Understanding Intercultural Exchange Program for the 2023-2024 school year
 - 12.01f Approve and recognize Delaware Avenue School as an operating Preschool for three (3) and four (4) year old students for the 2023-2024 school year
 - 12.01g +Approve the following fundraisers with all money raised going toward the club, team, or organization unless otherwise specified:
 - NHS, World Central Kitchen, collect funds from 4/19/2023 to 6/1/2023 so WCK can provide hot meals to those in need
 - NHS, Cathedral Kitchen Food Drive, 4/19/2023 to 6/1/2023
 - NHS, Hospital Supplies Collection Drive, 4/19/2023 to 6/1/2023
 - Class of 2026, Yard Sign Sales, 4/18/2023 to 5/1/2023
 - PHS Art Boosters, Concession Sales at the Spring Concert 5/11/2023
 - 12.01h +Approve the following field trip:
 - PHS FBLA, Torres Tax Service, 4/26/2023

13 Business, Finance and Operations

13.01 CERTIFICATION

Pursuant to NJAC 6:20-2.13(e), we certify that as of February 28, 2023, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of NJAC 6A:23-A-16.10(c) 3 & 4, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

13.02 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent

13.02a Amend the tentative 2023-2024 budget to be approved and the Board Secretary to be authorized to re-submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline; and

	General Fund	Special Revenue	Debt Service	Total
Total Expenditures	21,981,957	2,958,636	789,025	25,729,618
Less: Anticipated Revenues	11,266,076	2,958,636	104,322	14,329,034
Taxes to be Raised	10,715,898	0	684,703	11,400,601

to advertise said budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

that a public meeting be held on May 3, 2023 at 7:00pm in the Delaware Avenue School All Purpose room for the purpose of conducting a public hearing on the 2023-2024 budget.

13.02b That the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$35,000 for the 2023-

2024 fiscal year for all for staff, and Board of Education members pursuant to P.L. 2007, c. 53 legislation, An Act Concerning School District Accountability, Section 15:6(p) requiring that school districts establish a maximum travel expenditure amount for the upcoming 2023-2024 school year.

13.03 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent

13.03a +Approve the Corrective Action Plan (CAP) for Fiscal Year ended June 30, 2022, related to the audit and signed by the Superintendent and the School Business Administrator

13.03b Authorize Garrison Architects to prepare and submit NJDOE ROD Grant application for the Partial Roof and Masonry Restoration work at Palmyra High School; the district further authorizes Garrison Architect to amend the district's Long-Range Facility Plan (LRFP) to include these projects as required

13.03c +Approve Camden County Educational Services Commission to provide Preschool Services, pending FY 2023-2024 Preschool Expansion Aid award, as follows:

- Preschool Collaborative – 5 at \$210.00 each totaling \$1,050.00
- Preschool Consultation – 10 at \$1,050.00 each totaling \$10,500.00
- Preschool Instructional Coach - 7 classrooms at \$6,151.00 each totaling \$43,057.00
- Preschool PIRS – 7 at \$6,151.00 each totaling \$43,057.00

13.03d Approve the YMCA to provide before and after school child care in the Palmyra School District for the 2023-2024 school year per the contract on file in the Business Office

13.03e Award the following professional service contract pursuant to N.J.S.A. 18A:18A 5(a)(1). The contract period is for one-year beginning 1 July, 2023 and ending on 30 June, 2024; a copy of this action, as well as the contracts, will be placed on file with the Board Secretary and a notice specifying these awards will be published in accordance with the Public School Contracts Law (Attachment D):

- Phoenix Advisors Continuing Disclosure Agent Services and Independent Registered Municipal Advisor of record

13.03f That the following equipment/item, which has been determined to be of no educational or operational value based on age and/or condition, be disposed of in accordance with currently established procedures.

- One (1) piano from the CSS teacher's lounge
- One (1) piano from the stage at CSS

13.04 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent:

That a withdrawal be made from the from the Maintenance Reserve account in the amount of \$200,000.00 with the funds going toward repairs, outlined in the Comprehensive Maintenance Plan for the 2022-2023 school year, to make the Delaware Avenue School suitable for use as preschool facility.

13.05 BE IT RESOLVED that the following Business, Finance and Operations actions are hereby approved as recommended by the Superintendent

13.05a +Approve student #2013673567 to attend Lindenwold High School from 2/22/2023 through 6/30/2023 per McKinney-Vento; tuition \$6,039.54

14 Personnel

14.01 BE IT RESOLVED that the following Personnel actions are hereby approved as recommended by the Superintendent

14.01a +Accept a letter of resignation from Stacie Wood-Chapman, part-time custodian, effective April 15, 2023

14.01b Tuition Reimbursement:

- Dr. Peter Lutchko, EDUC 597 Graduate Special Topics, TCNJ, 5/22/2023 to 8/17/2023, per current Collective Bargaining Agreement

- 14.01c Appoint Donna Gidjunis as the Treasurer of School Monies for the 2023-2024 school year
- 14.01d +Approve the following substitute teacher(s), pending criminal history background check and substitute teaching certificate on file as needed:
 - Erinn Mosley
 - Sandra Smith
- 14.01e Reappointment of district staff for the 2023-2024 school year as follows:
 - Non-Tenured Certificated Staff – see Appendix A
 - Tenured Certificated Staff – see Appendix B
 - Non-Certificated Staff – see Appendix C
- 14.01f Approve the following staff members to supervise the Credit Completion Program, 5/8/2023 to 5/24/2023, with compensation in accordance with the current Collective Bargaining Agreement:
 - Jenifer Walter
 - Lorita Foster
 - Elizabeth Haws
 - Kathleen Faucett
- 14.01f Approve the following administrators to supervise the Credit Completion Program, 5/8/2023 to 5/24/2023, with compensation in accordance with the current Collective Bargaining Agreement:
 - Lisa Sabo
 - Ken Holloway
 - Peter Lutchko
 - Mike Papenberg

Roll Call Vote Full Board

Motion: _____ Second: _____

15 Personnel – PreK-8

- 15.01 BE IT RESOLVED that the following Personnel actions affecting grades PK-8 only are hereby approved as recommended by the Superintendent
 - 15.01a Approve a change in mentor for Heather Nikiperowicz as of 3/1/2023 per NJEdCert; new mentor – Renee Hoffecker appointed
 - 15.01b +Approve the following staff to assist with the 6th Grade Orientation on 5/3/2023, compensation in accordance with the current Collective Bargaining Agreement:

<ul style="list-style-type: none"> • Jennifer Van Zandt • Travis DiMartino • Kristin Tyler • Matthew Bowen 	<ul style="list-style-type: none"> • Michael George • Kyra Denish • Joann Dixon
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 - 15.01c +Approve Glynnis Wenstrup as a long-term teacher replacement at Charles Street School from on or before 5/15/2023 through 6/15/2023

Roll Call Vote Palmyra Board

Motion: _____ Second: _____

16 Public Forum for Additional Topics

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- 16.01 Recognition of members of the Public
- 16.02 Recognition of members of the Board

17 Adjournment

Voice Vote by Full Board

Motion: _____
Second: _____
Vote: _____
Time: _____

SEE APPENDICES BELOW

APPENDIX A: Non-Tenured Certificated Staff 2023-2024

LAST NAME	FIRST NAME	HIRE DATE	TENURE DATE
HAGMANN	KATHRYN	09/01/2019	09/02/2023
BOWEN	MATTHEW	09/01/2019	09/02/2023
FAUCETT	KATHLEEN	09/01/2019	09/02/2023
GEORGE	MICHAEL	09/01/2019	09/02/2023
HAWS	ELIZABETH	09/01/2019	09/02/2023
SIMPSON	ALYSSA	09/01/2019	09/02/2023
DEMING	LAUREL	09/01/2019	09/20/2023
McCOY	JENNIFER	02/01/2020	02/02/2024
LEVINE	SAMANTHA	10/19/2020	10/20/2024
KELLY	CYNTHIA	02/16/2020	02/17/2024
HENRY	SABRINA	09/01/2021	09/02/2025
FUTIA	KATHERINE	09/01/2021	09/02/2025
DENISH	KYRA	09/01/2021	09/02/2025
NIKIPEROWICZ	HEATHER	09/26/2022	09/27/2026
WRIGHT	NICOLE	09/26/2022	09/27/2026
LEE	OCTAVIA	07/01/2021	07/02/2025
BOVE	KATHRYN	09/01/2021	09/02/2025
GARRISON	JACQUELINE	09/01/2021	09/02/2025
GRAOVAC	MARINA	09/01/2021	09/02/2025
LEYSATH	MITCHELL	09/01/2021	09/02/2025
FANRAK	RACHEL	09/01/2021	09/02/2025
TOSCANO	JARED	1/1/2023 BA Position	01/02/2025
BERENATO	VICTORIA	04/11/2022	04/12/2026
SVEKLA	ELSA	10/01/2022	10/02/2026
CRAIG	ASHLEY	09/01/2022	09/02/2026
ECKHARDT	MALISA	09/01/2022	09/02/2026
SCHWEIKERT	MARGARET	12/01/2022	12/02/2026
ROMEYN	COREY	09/01/2022	09/02/2026
AMBROSE	LUKE	09/01/2022	09/02/2026
WOLF	DANIELLE	09/01/2022	09/02/2026
NORTON	FLORENCIA	08/01/2022	08/02/2026
LUTCHKO	PETER	12/1/2022 Coordinator Position	12/02/2026
MASTRANGELO	JENNIFER	01/17/2023	01/02/2027
FOX	CAILTN	01/18/2023	01/19/2027

APPENDIX B: Tenured Certificated Staff 2023-2024

LAST NAME	FIRST NAME	Position
ADAMS	KAREN	Teacher
ALLEN	JENNIFER	Teacher
BEWLEY	JESSICA	Teacher
BLATCHLEY	CATHERINE	Teacher
BONNER	SABRINA	Teacher
BOWEN	LAUREN	Teacher
BRADY	SEAN	Teacher
BUDDEN	MICHAEL	Art Teacher
DE CESARE	KAREN	Teacher
DE MARCO	KATIE	Teacher
DEL ROSSI-BISHOP	MARY	School Nurse
DEVLIN	WILLIAM	Teacher
Di MARTINO	TRAVIS	Teacher
DIXON	JO ANN	Teacher
DONLEY	WILLIAM	Teacher
EHRET	AMANDA	Teacher
FOSTER	FRANKLIN	Athletic Trainer
FOSTER	LORITA	Teacher
FRENGS	KARYN	School Psychologist
GAFFNEY	JACQUELINE	Teacher
GEISEL	JOHN	Teacher
GERNER	MELANIE	Teacher
HELLER	KRISTEN	Teacher
HOFFECKER	RENEE	Teacher
HOLCOMB	KRISTEN	Teacher
HOLLOWAY	KEN	Principal
JONES	KELLY	Teacher
KANE	LIANNE	Director of Student Services
MAC DOUGALL	KENT	Social Worker
MACKENZIE	AARON	Teacher
MACKENZIE	RACHEL	Teacher
MACKEY	JENNA	Teacher
MARTINO	KIM	Library Media Specialist
MC CANN	MICHELLE	Teacher
MC CLURE	KATHLEEN	School Nurse
MEGNA	CASEY	Teacher
MEHLER	ERIC	Teacher
MICHAELS	NICOLE	Teacher
MILLER	KENNETH	Teacher

FIRST NAME	LAST NAME	POSITION
MILLS	MICHELE	Teacher
MOORE	JEFFREY	Teacher
MURTAGH	DEVON	Teacher
NAHRWOLD	NICHOLAS	Teacher
NEVITT	CHRISTINE	Teacher
NEVITT	JEREMY	Teacher
O'CONNELL	KARLA	Teacher
PAPENBERG	MATTHEW	Teacher
PAPENBERG	MICHAEL	Athletic Director
PATCHEL	JAMIE	Teacher
POGODA	STACY	Teacher
RIGGI	KATIE	Teacher
ROSATO	JOSEPH	Teacher
RUFF	RILEIGH	Teacher
SABO	LISA	Principal
SALVO	KATIE	Teacher
SCHMIDT	LAUREN	School Counselor
SHARKEY	MELANIE	Teacher
SHEEL	THOMAS	Teacher
SHUBIAK	STEPHANIE	Teacher
SICO	DONICA	Teacher
SLOCUM	JOHN	Teacher
SOKOLOWSKI	TRACY L.	Teacher
STAGLIANO	KRISTINA	Teacher
TORRANCE	ALEX	Teacher
TREFZ	MICHELE	Teacher
TRETOLA	CARRIE	Teacher
TYLER	KRISTIN	Teacher
VACA	JANNET	Teacher
VAN ZANDT	JENNIFER	Teacher
VIEIRA	BARBARA	Teacher
WALLACE	TERRY	Teacher
WALTER	JENNIFER	Teacher
WEBB	BARBRA	Speech-Language Specialist
WILLARD	DANIELLE	Teacher
WILLIAMS	AGATHA	Teacher
YOON	HEEWON	Teacher

APPENDIX C: Non- Certificated Staff 2023-2024

LAST NAME	FIRST NAME	PEA SECRETARIES
AGNEW	VICKI	Secretary
BUTLER	JOY	Secretary
CECCHINI	DORIE	Secretary
KNIGHTEN	ANNETTE	Secretary
MANTAGAS	HELENE	Secretary
MASON	SUSAN	Secretary
TENETY	MEREDITH	Secretary

LAST NAME	FIRST NAME	PARAPROFESSIONALS
AARONSON	DONNA	Part-Time
CHILDS	LISA	Full-Time
CLARKSON	SARA	Part-Time
ECKHARDT	EVA	Full-Time
FOX	AMANDA	Full-Time
FRANKLIN-WEAVER	HILARY	Full-time
FURTER	LINDA	Full-Time
HUNT	KEEMA	Part-Time
LAWS	NETTIE	Full-Time
LEWIS	DEBRA	Full-Time
MANISCALCO	ASHLEY	Part-Time
MORAN	STACEY	Part-Time
NAULT	JONATHAN	Part-Time
NICOLAS	MELISSA	Part-Time
ROBINSON	JENNIFER	Full-Time
SPERBECK	NICOLE	Part-Time
STREEPER	DEBORAH	Full-Time
THOMPSON-BELL	SHYLA	Part-Time
VINCENT	SAMMIE JO	Part-Time
WENSTRUP	GLYNNIS	Part-Time

LAST NAME	FIRST NAME	CAFETERIA AIDES
ANDERSON	GIANNA	Cafeteria Aide
LITTLEJOHN	TONI	Cafeteria Aide
LONG	CHELSEA	Cafeteria Aide
MACKAFEE	DANA	Cafeteria Aide
TAYLOR	HELENA	Cafeteria Aide

LAST NAME	FIRST NAME	BUILDINGS & GROUNDS
ENGRAM	CARL	Custodian
GRAOVAC	DANIJELA	Lead Custodian
HACKER	FREDERICK (AL)	Bus Driver/Utilities
HOLT	RONALD	CEFM

LAST NAME	FIRST NAME	BUILDINGS & GROUNDS
KAHANA	MICHAEL	Groundsperson
MASSARO	ANTHONY	Custodian
MASSI	MICHAEL	Custodian
MATIC	NADA	Custodian
PIERSON	CHRISTOPHER	Custodian
PITAK	ZOFIA	Custodian
SIMPKINS	DAVID	Maintenance
TAYLOR	SHELDON	Custodian
TURNER	CRAIG	Custodian

LAST NAME	FIRST NAME	CONFIDENTIAL SECRETARIES
ALLEN	KIM	Admin Asst to BA/Registrar
HOLT	PATRICIA	Executive Secretary
MUIR-JABLONSKI	LISA	Confidential Secretary
RIVERA	NAYDA	Payroll & Benefits
TORRES	DIANE	Accounts Payable/Receivable

LAST NAME	FIRST NAME	TECHNOLOGY
ADAMS	CHRISTOPHER	Technology Coordinator
HAINES	AIDEN	IT Specialist
ROBINSON	JOSHUA	Educational Technology Specialist

LAST NAME	FIRST NAME	POSITION
MARTINEZ	MELISSA	Security Specialist