

**MARIETTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
111 Academy Drive
Marietta, Ohio 45750
June 30, 2008**

The Marietta City School District Board of Education held a special meeting on June 30, 2008 at the Administrative Offices located at 111 Academy Drive in Marietta, Ohio. All Marietta City School District Board of Education meetings are recorded. Please refer to the audio cassette(s) for a detailed account of this meeting.

The President, Mr. Moberg, called the special meeting to order at 7:30 A.M.

Roll Call:

Members Present: Mr. Elliott, Mr. Gault, Mr. Moberg
Members Absent: Mr. Love, Mr. Mason

The President invited all to join in the Pledge of Allegiance to the flag of the United States.

RECOMMENDED ACTIONS

D. RECOMMENDED ACTIONS

1. Old Business
2. New Business

Res. 2008-60 Mr. Elliott moved and Mr. Gault seconded the motion to accept the consent agenda.

2a BE IT RESOLVED, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the employment of the following professional personnel (pending receipt of proper certification from the State Department of Education, BCII and FBI approval), and classified personnel be approved, effective at the dates and terms shown.

Schedule C-08-6
APPOINTMENTS - Professional Staff
For the 2008-09 School Year

NAME	POSITION	STEP & SALARY	REMARKS
Ms. Amber Nelson	Intervention Specialist	B-2 \$29,696.00	1 yr. contract
Ms. Crystal Barnett-Sheaves	Middle Childhood	5-1 \$29,696.00	1 yr. contract
Mr. Jeffrey Kelby	Secondary	5-1 \$29,696.00	1 yr. contract
Ms. Allison Boggs	Intervention Specialist	B-1 \$28,554.00	1 yr. contract

Ms. Wanda Meiser	ABLE Instructor	10	\$16.91/hr.	1330 hrs., Eff. 7/1/08
Ms. Julie Stoffel	ABLE Instructor	10	\$16.91/hr.	As needed basis, Eff. 7/1/08
Mr. Jerry Bradford	ABLE Instructor	10	\$16.91/hr.	As needed basis, Eff. 7/1/08

DATE APPROVED: June 30, 2008

President: Mr. J. Moberg

CFO: Mr. D. Combs

Schedule D-08-6
EXTRACURRICULAR APPOINTMENTS
For the 2008-09 School Year

NAME	ASSIGNMENT	AMOUNT
Ms. Diane Pfile	Teacher/Coord.-Safetytown	112 hrs.@\$20.00/hr. Eff. 6/16/08
Ms. Melinda Wolfe	Fine Arts Stipend	\$100.00 for 07-08 SY
Dr. Karen Binkley	1/4 day - St. Marys Auxiliary Services - June 2008	Per diem rate
Mr. Ernest Cornell	4 wks. ext. svc.-School Psychologist	\$6314.00
Mr. Michael Dettorre	Band Director	\$5711.00
	2 wks. ext. svc.-Band	\$2094.00
	2 wks. ext. svc.-Computer Tech.	\$2649.00
	Computer Coordinator	\$1428.00
Ms. Rita Frum	3 wks. ext. svc.-Guidance	\$4497.00
Ms. Grace Hubbard	4 wks. ext. svc.-Media Specialist	\$6314.00
	75 hrs. - Elem. Media Specialist	\$3195.00
Ms. Lisa Polk	2 wks. ext. svc.-Guidance	\$3157.00
Ms. Tangie Rumbold	2 wks. ext. svc.-TAG/Drug Coord.	\$2205.00
Mr. Donald Tekavec	4 wks. ext. svc.-School Psychologist	\$6314.00
Mr. James Thrash	3 wks. ext. svc.-Guidance	\$4735.00
Mr. Nathan Greene	Ass't. Band Director	\$2284.00
	2 wks. ext. svc.-Band	\$1935.00
Mr. Brian Welch	6 wks. ext. svc.-Vo.Ag.	\$8757.00
	Adult Vo. Ag.-175 hrs.	\$1313.00
	FFA	\$286.00
Ms. Susan Wells	4 wks. ext. svc.-Media Specialist	\$4251.00
	75 hrs. - Elem. Media Specialist	\$2151.00
Mr. J. D. Benson	Ass't. Band Director	\$2284.00
	2 wks. ext. svc.-Band	\$2919.00
Ms. Susan Stiles	FPS	\$286.00
	Science Olympiad-50%	\$428.00
Ms. Dion Prunty	FPS	\$286.00
	MMS Student Council	\$857.00
	Outdoor Ed. Resource	\$857.00
Ms. Kimberly Depue	Science Olympiad-50%	\$428.00
	MMS - NHS	\$571.00
Ms. Linda Reynolds	MMS Yearbook	\$1713.00
Mr. John Doughty	MMS Golf	\$1999.00
Mr. Robert Franklin	Orian Advisor	\$2284.00
	11th Gr. Class Advisor-50%	\$714.00

Ms. S. Chris Unroe	Original Advisor	\$2284.00
Ms. Jade Thompson	12th Gr. Class Advisor	\$1428.00
Ms. Amy Warren	11th Gr. Class Advisor-50%	\$714.00
	MHS Student Council Advisor	\$1428.00
Mr. Joseph Rabbene	MHS - NHS	\$857.00
Ms. Pamela Moore	For. Lang. Club - Spanish	\$286.00
Ms. Gwynette Hammond	Key Club Advisor	\$571.00
Mr. Michael Miller	Environmental Awareness Club	\$286.00
Mr. Jeffrey Ritzman	Academic Coach	\$4569.00
Mr. Darren Stevens	Ass't. Football-Defense Coord.	\$2855.00
Mr. J. D. Secrest	Head Varsity Basketball-boys	\$5996.00

DATE APPROVED: June 30, 2008

President: Mr. J. Moberg

CFO: Mr. D. Combs

Schedule E-08-6
 SUBSTITUTES AND TUTORS
 For the 2008-09 School Year

NAME	POSITION	REMARKS	
		Degree	Certification
Mr. Stephen Foutty	Gateway to Technology	\$20.00/hr.,	Eff. 7/1/08
Ms. Kimberly Depue	Gateway to Technology	\$20.00/hr.,	Eff. 7/1/08
Ms. Susan Stiles	Gateway to Technology	\$20.00/hr.,	Eff. 7/1/08
Ms. Dion Prunty	Gateway to Technology	\$20.00/hr.,	Eff. 7/1/08
Ms. Lisa Ludwig	Juvenile Center Tutor	\$16.10/hr.,	Eff. 6/16/08
Mr. Justin Erb	Juvenile Center Tutor	\$16.10/hr.,	Eff. 6/17/08
Ms. Jody Alden	Substitute - K-12 Art/Rdg. Homebound Tutor	BS	5 Yr. Prof.
Ms. Michelle Archer	Substitute - Elem/Sp.Ed. Homebound Tutor	MA	Perm.
Ms. Joan Barton	Substitute - Soc. St.	BS	Long Term
Ms. April Bayles	Substitute - Elem.	BA	Long Term
Ms. Jacquelyn Brook	Substitute - Gen. Ed.	BA	Short Term
Ms. Linda Christman	Substitute - Elem.	MA	Perm.
Ms. Emily Diehl	Substitute - Elem. Homebound Tutor	BA	2 Yr. Prov.
Ms. Misty Goddard	Substitute - Gen. Ed.	BA	Short Term
Mr. Jeremy Grosklos	Substitute - Elem. Homebound Tutor	BA	2 Yr. Prov.
Ms. Tremilla Hill	Homebound Tutor	MA	Perm.
Ms. Andrea Horner	Substitute - Gen. Ed.	BA	Short Term
Mr. Earl Kehl	Substitute - Business	MBA	Long Term
Ms. Tiffany Kehl	Substitute - Art	BS	5 Yr. Prof.
Mr. Jeffrey Kelby	Homebound Tutor	BS	Long Term
Ms. Megan Lankford	Substitute - Art/Elem.	BA	5 Yr. Prof.
Ms. Lisa Ludwig	Substitute - Lang. Arts	BS	2 Yr. Prov.
Mr. Richard Lyter	Substitute - Gen. Ed.	BA	Short Term
Ms. Leslie McGoron	Substitute - Elem.	BS	Long Term
Ms. Mary Maloney	Substitute - Eng/Home Ec.	BS	Long Term
Ms. Laraine Miller	Substitute - Art	BS	Long Term
Ms. Amber Nelson	Homebound Tutor	BS	2 Yr. Prov.
Mr. Daniel Norman	Substitute - LA/Rdg/SocSt. Homebound Tutor	BS	2 Yr. Prov.

Mr. Larry Pennington	Substitute - Soc. St.	BS	Long Term
Ms. Diane Pfile	Substitute - Elem.	MA	Perm.
Mr. Craig Pyles	Substitute - Soc. St. Homebound Tutor	BA	Long Term
Ms. Susan Ritzman	Homebound Tutor	MA	5 Yr. Prof.
Ms. Betsy Robinson	Substitute - Gen. Ed.	BA	Short Term
Ms. Joyce Ross	Substitute - Art	BA	Long Term
Ms. Melanie Russell	Substitute - Elem. Homebound Tutor	BS	2 Yr. Prov.
Mr. J. Fred Ruth	Substitute - Music	BA	5 Yr. Prof.
Ms. Mary Schmidt	Substitute - Elem. Homebound Tutor	BS	Long Term
Ms. Karen Schramm	Substitute - Gen. Ed.	BS	Short Term
Ms. Cynthia Schwendeman	Homebound Tutor	MS	Perm.
Ms. Sandra Smith	Substitute - Elem. Homebound Tutor	MA	Perm.
Ms. Janet Sowers	Substitute - Elem.	BS	5 Yr. Prof.
Ms. Suzanne Speelman	Substitute - PE/Health	MA	Perm.
Ms. Mary Stollar	Substitute - Elem. Homebound Tutor	MA	Long Term
Ms. Holly Strobl	Substitute - Elem.	BS	5 Yr. Prof.
Ms. Andrea Sutton	Homebound Tutor	BA	5 Yr. Prof.
Mr. Randy Tornes	Substitute - Elem.	BA	2 Yr. Prov.
Mr. Ronald Warner	Homebound Tutor	MA	Perm.
Ms. Susan Trombetta	Substitute - Art Homebound Tutor	MS	5 Yr. Prof.
Mr. Jim Waybright	Substitute-German/French	MA	Long Term
Mr. Brandon Welch	Substitute - Soc. St.	BA	2 Yr. Prov.
Ms. Pearl Huggins	Substitute - Spanish Homebound Tutor	BA	Long Term
Ms. Tracee Hein	Substitute - Gen. Ed.	MFA	Short Term
Mr. Greg Hutchison	Substitute - Gen. Ed.	MS	Short Term
Ms. Felecia Simms	Substitute - Health/PE	BA	Long Term
Ms. Jane Zide	Substitute - Elem./Music	BA	Long Term
Ms. Lori Hall	Substitute - Gen. Ed.	BS	Short Term
Mr. George Dodrill	Substitute - Science Homebound Tutor	MA	Long Term
Ms. Emily Welch	Substitute - P.Ed.	BS	2 Yr. Prov.
Ms. Christina Wolfe	Substitute - Math/Soc.St.	BS	5 Yr. Prof.
Ms. Bonnie Rhodes	Substitute - Hist/Econ.	BA	Long Term

DATE APPROVED: June 30, 2008

President: Mr. J. Moberg
CFO: Mr. D. Combs

Schedule F-08-6
APPOINTMENTS - Classified Staff

NAME	POSITION	REMARKS
Ms. Judy Hogue	ABLE Aide	Step 9, \$11.94/hr., Eff. 7/1/08 As needed basis
Ms. Rene Rudd	ABLE Aide	Step 8, \$11.74/hr., Eff. 7/1/08 As needed basis

Ms. MaryLee Syme	ABLE Aide	Step 3, \$10.56/hr., Eff. 7/1/08 As needed basis
Ms. Tonja Cullen	MMS Athletic Coord.-50%	\$1570.00
Ms. Cynthia Wanzo	MMS Athletic Coord.-50%	\$1570.00
Mr. Allan Young	Summer Tech	\$7.00/hr., Eff. 6/2/08
Mr. Jon Schwendeman	Seasonal Work	\$7.00/hr., Eff. 6/2/08
Mr. Ben Brown	Seasonal Work	\$7.00/hr., Eff. 6/2/08
Mr. Ricky Beaver	Seasonal Work	\$7.00/hr., Eff. 6/2/08
Ms. Megan Huck	Seasonal Work	\$7.00/hr., Eff. 6/9/08
Mr. Kenneth Cornwell	Seasonal Work	\$7.00/hr., Eff. 6/9/08
Mr. Gary Hague	Seasonal Work	\$7.00/hr., Eff. 6/9/08
Mr. Chad Parsons	Seasonal Work	\$7.00/hr., Eff. 6/9/08
Mr. Neal Strobl	Summer Tech	\$7.00/hr., Eff. 6/16/08
Mr. James Leach	8th Grade Football	\$1999.00
Mr. Richard Farley	8th Grade Football	\$1999.00
Mr. Andy Coleman	7th Grade Football	\$1999.00
Mr. Tom Beavers	7th Grade Football	\$1999.00
Mr. Ben Schenkel	Associate Head Football	\$3426.00
Mr. Vince Elder	Ass't. Football-Offense Coordinator	\$2855.00
Mr. Jason Schob	Head JV Football	\$2855.00
Mr. Charles Lucas, Jr.	9th Football	\$1999.00
Mr. Glenn Dawson	9th Football-50%	\$999.00
Mr. Charles Lucas, Sr.	9th Football-50%	\$999.00
Ms. Angie Moretto	9th Grade Volleyball	\$1999.00
Ms. Brenda Martin	Head Varsity Cheerleader	\$2284.00
Ms. Debbie Walsh	Head JV Cheerleader	\$1142.00
Ms. Emily Welch	Head JV Soccer-girls	\$2284.00
Mr. Robert Morrison	Head JV Soccer-boys	\$2284.00
Mr. Tom Wildt	Head Varsity Basketball- girls	\$5996.00

DATE APPROVED: June 30, 2008

President: Mr. J. Moberg
CFO: Mr. D. Combs

Schedule G-08-6
SUBSTITUTES - Classified Staff

NAME	POSITION	REMARKS
Mr. Ben Brown	Custodian	\$7.00/hr., Eff. 7/1/08
Mr. Gary Hague	Custodian	\$7.00/hr., Eff. 7/1/08
Mr. Alfonso Oliver	Custodian	\$7.00/hr., Eff. 7/1/08
Ms. Patty Parsons	Custodian	\$7.00/hr., Eff. 7/1/08
Mr. Robert Kline	Custodian	\$7.00/hr., Eff. 7/1/08
	Bus Driver	\$9.70/hr., Eff. 7/1/08
Ms. Tammy Dearth	Bus Driver	\$9.70/hr., Eff. 7/1/08
Mr. Thomas Hoff	Bus Driver	\$9.70/hr., Eff. 7/1/08
Mr. John Hudspeth	Bus Driver	\$9.70/hr., Eff. 7/1/08
Mr. Anthony Morrison	Bus Driver	\$9.70/hr., Eff. 7/1/08
Mr. David Mosser	Bus Driver	\$9.70/hr., Eff. 7/1/08
Mr. Ed Williams	Bus Driver	\$9.70/hr., Eff. 7/1/08

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Schedule I-08-6
 APPOINTMENTS - Educational Aides
 For the 2008-09 School Year

NAME	BUILDING	SALARY	REMARKS
Ms. Suzan Warner	Putnam/MMS	Volunteer	Instructional/Chaperone Band/Choir
Ms. Holly Sweet	MHS	Volunteer	Chaperone/Band/Choir
Ms. Kimberly Reese	MHS	Volunteer	Chaperone/Band/Choir
Mr. Steven Dunn	MHS	Volunteer	Chaperone/Band/Choir
Mr. Anthony Durm	MHS	Volunteer	Chaperone/Band/Choir
Ms. Nancy Becker	MMS/Phillips	Volunteer	Chaperone/Band/Choir Instructional
Ms. Lisa Vannoy	MMS/MHS	Volunteer	Chaperone/Band/Choir
Mr. Ken Vannoy	MMS/MHS	Volunteer	Chaperone/Band/Choir
Ms. Peggy Carpenter	MMS/MHS	Volunteer	Chaperone/Band/Choir
Ms. Lisa Weekley	MMS/MHS	Volunteer	Chaperone/Band/Choir
Ms. Meredith Becker	MHS/Wash/Harmar	Volunteer	Chaperone/Band/Choir Instructional
Ms. Linda O'Brien	MHS	Volunteer	Chaperone/Band/Choir
Ms. Arlene Herron	MHS/Washington	Volunteer	Chaperone/Band/Choir Instructional
Ms. Susan Mason	MMS/Putnam	Volunteer	Chaperone/Band/Choir Instructional
Ms. Florence Davis	MHS	Volunteer	Chaperone/Band/Choir
Ms. Melanie Becker	MHS	Volunteer	Chaperone/Band/Choir
Ms. Beverly Dollison	MHS	Volunteer	Chaperone/Band/Choir
Ms. Robin Haught	MHS/MMS	Volunteer	Chaperone/Band/Choir
Ms. Debra Goins	MHS	Volunteer	Chaperone/Band/Choir
Ms. Carol Thomson	MHS	Volunteer	Chaperone/Band/Choir
Ms. Wendy Warrener	MHS	Volunteer	Chaperone/Band/Choir
Ms. Barbara Schafer	MHS	Volunteer	Chaperone/Band/Choir
Ms. Cheryl Ollom	MHS/MMS	Volunteer	Chaperone/Band/Choir
Ms. Linda Masters	MHS/MMS	Volunteer	Chaperone/Band/Choir Clerical/Computer/Mentoring Program
Mr. Gary O'Brien	MHS	Volunteer	Chaperone/Band/Choir

DATE APPROVED: June 30, 2008

President: Mr. J. Moberg
 CFO: Mr. D. Combs

EDUCATIONAL IMPROVEMENT PROGRAM

NAME	SEM. HRS.	QTR. HRS.	AMOUNT
Ms. Michelle Whitacre	3		\$720.00
Mr. Christopher Porter	3		\$720.00
Mr. Joshua McKitrick	3		\$720.00
Mr. James Thrash	3		\$285.00
Ms. Ellen Nutter	3		\$530.00
Ms. Sarah Hess	1		\$185.00
Mr. Johnny Doughty	3		\$720.00
Ms. Kim Huggins	1		\$100.00
Mr. Johnny Doughty	3		\$720.00(08-09 SY)

DATE APPROVED: June 30, 2008

President: Mr. J. Moberg

CFO: Mr. D. Combs

2b **WHEREAS**, the Marietta City School District Board of Education is governed by Section 3313.41 ORC "Disposal of real or personal property; exchange or acquisition of real property," whenever it chooses to exercise its discretion to acquire or sell real property, and

WHEREAS, the Marietta City School District Board of Education hereby needs to change the date of the sale of the Central Receiving property due to a scheduling conflict, and

WHEREAS, the Marietta City School District Board of Education has set a minimum bid of \$160,000;

NOW THEREFORE, BE IT RESOLVED, that the Business Manager be directed and authorized to change the date of the sale of the Central Receiving property from July 8, 2008 to August 1, 2008.

2c **WHEREAS**, the bids listed in the tabulation shown below have been properly received for the repairs to the Phillips Elementary pavement, and

WHEREAS, formal acceptance of all of the bids in full is required by statute,

NOW THEREFORE BE IT RESOLVED, under the provisions of Section 3313.46 ORC, the bids as presented hereto are hereby recognized as having been properly submitted;

BE IT FURTHER RESOLVED, under the provisions of ORC 3313.46, that the bids received for the repairs to the aforementioned school roofs be accepted, and

BE IT FINALLY RESOLVED, under the provisions of Section 3313.46 ORC, such bids shall be entered in full on the official records of this board of education as shown below:

Deadline to receive bids: 2:00 PM; June 9, 2008

Brief description of what bids cover:

Pavement bids for Phillips Elementary.

Contractor: United Sealing, Inc., Marietta, Ohio

<u>Contract</u>	<u>Price Bid</u>
#1	\$21, 328.00
#2	\$25,894.00
#3	\$ 8,000.00
#4	\$26,885.00
#5	\$21,400.00
Total Bid Contract Price	\$96,448.00

BE IT FINALLY RESOLVED, that the Marietta City Schools Business Manager, has reviewed the bids as submitted, and has determined that the bid meets all of the required specifications, recommends approval and acceptance of the bid,

the bid is hereby accepted and the Treasurer and Board President are authorized to sign the contract and the Business Manager is directed to approve all requests for payment and the Treasurer is authorized to pay the approved invoices.

2d **WHEREAS**, the Marietta City School District Board of Education, in accordance with the provisions of Ohio Revised Code Section 3313.46 has decided to construct a new Central Receiving and Warehouse facility on the current Board property at the Bus Garage;

NOW THEREFORE BE IT RESOLVED, that the following "**Invitation for Bids**" is hereby approved for advertising and soliciting bids; and

BE IT FINALLY RESOLVED, that the Business Manager is hereby directed to advertise the project in a newspaper of general circulation within the school district in accordance with the provisions of ORC Section 3313.46.

INVITATION FOR BIDS

Sealed proposals for the furnishing of all materials and performing all labor for the erection of:

**MARIETTA CITY SCHOOLS
CONSTRUCTION OF WAREHOUSE FACILITY (DESIGN BUILD)
208 MILLCREEK ROAD
MARIETTA, OHIO 45750**

Will be received by the Owner at 111 Academy Drive, Marietta, Ohio 45750, on or before 2:00 p.m. prevailing local time on Friday, August 29, 2008. Bids will be opened publicly thereafter. Bids may be delivered or mailed.

Bidders are to designate on the envelope that it is a sealed bid, the name of the project, and the name and address of the bidder.

Plans and specification may be obtained from the Marietta City Schools Business Office, 111 Academy Drive, Marietta, Ohio 45750, 740-374-6500.

All proposals must contain a list of proposed subcontractors and be accompanied by bid security in the form of a surety bond or certified check on a solvent bank in the amount of 5% of the total value of the bid, plus the total value of additive alternate work. Bid security will be returned within ten (10) days after contract for the work has been executed. Failure of any bidder to enter into and execute a contract for the work covered by the proposal he has submitted shall cause the bid security to become forfeited by the bidder to the Owner as liquidated damages and not as a penalty because of such failure on the part of the bidder.

Each bidder shall, in the event he is the accepted bidder, furnish performance and payment (or combination performance-payment bond) bonds in a form satisfactory to the Owner, in the amount of 100% of the contract price

Mr. Moberg called for a vote – Yeas: Mr. Elliott, Mr. Gault, Mr. Moberg
Nays: None

The President declared the consent agenda resolutions adopted.

Res. #2008-61 Mr. Elliott made a motion to continue the meeting in executive session to discuss the employment of personnel. Mr. Gault seconded the motion.

Mr. Moberg called for a vote – Yeas: Mr. Elliott, Mr. Gault, Mr. Moberg
Nays: None

The President declared the motion passed and the regular meeting to be in executive session at 7:34 A.M.

The President declared the executive session concluded and the regular meeting continued in open session at 7:38 A.M.

Res. 2008-62 Mr. Elliott moved and Mr. Gault seconded the motion to accept the resolution.

BE IT RESOLVED, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the employment of the following professional personnel (pending receipt of proper certification from the State Department of Education, BCII and FBI approval), and classified personnel be approved, effective at the dates and terms shown.

Schedule C-08-6
APPOINTMENTS - Professional Staff
For the 2008-09 School Year

NAME	POSITION	STEP & SALARY	REMARKS
Mr. Peter Sour	Premier (1/7 time)	M-5 \$38,262.00 To be prorated for actual time served.	1 yr. contract

Mr. Moberg called for a vote – Yeas: Mr. Elliott, Mr. Gault, Mr. Moberg
Nays: None

Res. #2008-63 Mr. Gault made a motion to continue the meeting in executive session to discuss the employment of personnel. Mr. Elliott seconded the motion.

Mr. Moberg called for a vote – Yeas: Mr. Elliott, Mr. Gault, Mr. Moberg
Nays: None

The President declared the motion passed and the regular meeting to be in executive session at 7:39 A.M.

The President declared the executive session concluded and the regular meeting continued in open session at 7:56 A.M.

Res. #2008-64 Mr. Elliott made a motion to adjourn the special meeting. Mr. Gault seconded the motion.

Mr. Moberg called for a vote – Yeas: Mr. Elliott, Mr. Gault, Mr. Moberg
Nays: None

June 30, 2008

The President declared the motion passed and the special meeting adjourned at 7:58

ATTEST:

Jack Moberg, President

David B. Combs, Chief Fiscal Officer