



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, December 10, 2018

Administration Building - Large Conference Room – 7:00 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room at the Administration Building. The meeting was called to order at 7:00 p.m. by the Board President, Pamela Chirls, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2018 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* and the Livingston Township Clerk.

Members Present: Charles "Buddy" August, Pamela Chirls, Ronnie Konner, Samantha Messer, George Shen and Philippe Jallow

Also in Attendance: James O'Neill, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 45 members of the public and staff

After the Pledge of Allegiance, Mr. Robinson requested a motion to go into Executive Session to discuss personnel and negotiations.

Mr. August made the motion.

Mrs. Konner seconded the motion.

Vote all in favor.

At 7:15 p.m., the board reconvened in public session.

Superintendent's Report

1. Comprehensive Annual Financial Report

Mr. Scott Clelland of Wiss and Company presented the draft results of the comprehensive annual financial report. Mr. Clelland explained this audit is substantially complete but we are waiting for information from the State regarding retiree health benefits and that we may not receive it until sometime in January. Mr. Clelland reviewed the highlights of the audit and explained the opinion is unmodified which means the financial statements are fairly presented in accordance with the Generally Accepted Accounting Principles. The district's underlying records supporting the financial statements are in excellent condition and do not require material adjustments.

Mr. Clelland continued with a brief overview of the important calculations in the report.

A resolution to vote on the audit will be brought back to the board once the report is finalized.

Mr. O'Neill explained we continue to receive a lot of information that students of all ages are feeling a great deal of stress in school, socially and through technology. Mr. O'Neill added this is a focus in the schools and we offer a number of programs throughout the year to assist parents. Mr. O'Neill continued that he encourages parents to attend these programs and become knowledgeable so we can partner together to help students deal with the issues causing them stress.

Mr. O'Neill continued that civility is another topic that continues to come up in response to a letter he wrote earlier in the year and wants everyone to know we are addressing it aggressively and again, would like to partner with parents to deal with the issues.

Mr. O'Neill reviewed the ten year cycle that is typical of school enrollment.

Mr. O'Neill provided an update on the 1:1 initiative at MPMS. On October 10, a parent night was held to give parents an overview of Schoology and questions were answered about the upcoming initiative. In November, a letter was sent to parents explaining the device rollout, the device fee and appropriate forms that need to be completed. Information has also been posted on the MPMS website. On Friday, December 7, a digital citizenship assembly was held for the entire MPMS student body. A January Chromebook parent night is being planned. Today, 455 devices were successfully deployed with *Go Guardian* installed on the devices students will take home.

With respect to the Superintendent Search, Mr. O'Neill explained Charlene Peterson from New Jersey School Boards Association will be here on December 17 and December 19 holding small meetings with a wide variety of stakeholder groups to gather input about the qualities that would make a for a successful superintendent in Livingston. Mrs. Peterson will take all this information and put together a report for the board. On Monday, December 17, Mrs. Peterson will hold an open public forum that will also be live streamed to give the public an opportunity to provide their input. Mr. O'Neill added after the winter break, an online survey will be sent so that anyone who hasn't had an opportunity to participate, can do so. Mr. O'Neill concluded the deadline for applications is January 11 and after that date, the board will review resumes and determine who and when they will interview.

Mrs. Chirls asked what the role of board members will be at the forum on December 17 and Mr. O'Neill explained the board has their own time slot to speak with Mrs. Peterson so it is expected that they will not be present at the public forum so that people can feel comfortable speaking freely when providing their input.

2. Counseling Report – LHS Report on Graduates for Class of 2018

Sinead Crews, Director of School Counseling, began by explaining that the class of 2018 submitted 3,843 applications to 355 different colleges/universities. Some highlights of the presentation are we have more students applying to and attending different institutions than in the past and that students are applying to more New Jersey schools than ever before. Mrs. Crews provided a list of all of the colleges and universities that the class of 2018 are attending.

Mrs. Crews continued with a review of the programs that counselors provide to students and their parents throughout the year.

Mrs. Chirls asked if we track students who move from 2 year to 4 year colleges and Mrs. Crews responded they are working on updating the senior exit survey as well as developing a system through Qualtrics to collect this type of information.

Mrs. Crews confirmed she works with other institutions in Essex County about sharing college information opportunities.

Ms. Messer asked if we have historical data to see why some colleges and universities are not on the list. Mrs. Crews replied she does review the number of students who apply and the trends each year. If something is questionable, she will contact the college to inquire.

Mrs. Chirls asked if there are any changes coming to the Naviance program and Mrs. Crews responded the program was revamped this summer so right now she is not aware of any other major changes.

Dr. Shen asked how often a counselor's prediction of where the student will go is correct and Mrs. Crews explained the process students and the counselors go through in selecting the colleges and universities where they apply.

The full presentation is available on our website.

3. New Course Offerings

Mrs. Natalie Topylko and Mrs. Marybeth Kopacz, Directors of Curriculum and Instruction, presented the new course offerings for 2019-2020.

Mrs. Topylko explained under Business, Senior Internship, a semester course of Entrepreneurship and an online summer offering of Personal Financial Literacy are being offered. Mrs. Topylko added under Technology, Electrical/Computer Science and Engineering courses are being offered.

Mrs. Kopacz explained under Art, a semester course of Mural Painting and Design and under Social Studies, a semester course of Gender Studies, which is an updated version based on today's trend of Women's Studies, are being offered. Mrs. Kopacz continued that Humanities 10 and Humanities 11 will be offered as interdisciplinary courses.

Mrs. Topylko continued under Science, Introduction to Chemistry and Physics, Biotechnology 2, Anatomy and Physiology 1 and Sustainability Science are being offered.

Mrs. Konner and Ms. Messer both agreed it is great to see we are adding courses but what are we then dropping and Mr. O'Neill responded that courses that are undersubscribed by students are dropped and those that have a low enrollment over a couple of years are dropped.

Mrs. Konner asked how courses recommended by the community or students get put into the new course offerings. Mrs. Kopacz responded that the process starts with the supervisor, who provides her and Mrs. Topylko with a detailed proposal request form that they review to see if it is viable. Then then gauge the level of interest before moving ahead. Mrs. Steiger added they also check to see what resources are available to support the course as well as the availability to find appropriate staff to teach the course.

Ms. Messer asked how we will staff the senior internship course. Mrs. Topylko responded we don't have a final answer yet but envision it as part of someone's role because right now they are being mindful to begin small and grow the program slowly so they can get any concerns ironed out. Mrs. Steiger added we already have staff that do this in different capacities in some small ways and would be looking to expand upon the vision.

Board Reports

1. Social Media Policy Discussion

Mrs. Chirls asked the board to discuss the possibility of adding a social media policy to monitor board behavior on those sites.

Ms. Messer stated she feels we should communicate only through our district approved means and likes the current policy that has already been approved. Ms. Messer added there are so many social media sites out there and is concerned if we comment on one site and not another, that our silence is perceived as agreeing with information that could be incorrect.

Mr. O'Neill added from a district point of view, we prefer that people come to the district website for information.

Mrs. Konner agrees the district website should be where people go for information. Mrs. Konner suggested having a place through the district site to provide the opportunity for the community to ask questions and for the district to provide a factual response as opposed to it being a part of a long thread on social media that may also include misinformation.

Mrs. Chirls stated Millburn has direct links from their website to their district Facebook pages.

Mr. O'Neill replied we could do this or even have a frequently asked questions page but providing additional communication doesn't fall under creating a social media policy.

Mrs. Konner asked whose responsibility it is to correct misinformation on social media.

Additional discussion indicated the board was not interested in creating a social media policy at this time. Mrs. Chirls suggested the use of social media by the board be discussed during the meeting when the board reviews their Code of Ethics. In the interim, the district will work on providing a better avenue for the community to get information in to us.

Dr. Shen stated he won't respond on social media but would respond to a personal email.

Mrs. Konner suggested when we look at board goals, to talk about and address a communication goal.

Other Reports

Mrs. Konner and Mr. August attended a memorial for Dr. Kish.

Mrs. Konner and Mrs. Chirls attended the Riker Hill Treps marketplace.

Mrs. Konner attended the robo reveal as part of Technology night at the high school as well as a robo joust on Sunday with Mrs. Chirls.

Mrs. Konner attended a SEPAC meeting. The different representatives will bring information back to their respective buildings.

Mrs. Konner explained at the last Diversity Committee Meeting, they discussed working on plans to hold a variety of community service projects on Martin Luther King Jr. Day.

Ms. Messer announced the Livingston Education Foundation will be holding their second annual one town, one book club featuring author, Ann Arnold, a Livingston graduate. This free community event is scheduled for January 14 at 7:30 p.m. in the high school auditorium. Mrs. Arnold's book chronicles the survival of her grandmother in Nazi Germany.

Dr. Shen explained a Chinese scholar who is predicted to receive a Nobel Prize recently committed suicide and reminded everyone that our goal in education is to give students a balance so they are capable of having a happy life.

Mr. August reiterated that he attended the memorial with Mrs. Konner for Dr. Kish.

Mr. August announced the LACD held their holiday party over the weekend.

Approval of Minutes

Mr. August moved the following:

1. Workshop/Voting Meeting Minutes of November 19, 2018
2. Voting Meeting Minutes of November 26, 2018

Ms. Messer seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls
Nays – None

Public Input on Agenda Items ~ up to 15 minutes

Stefanie Cohen, 20 Stonewall Drive, President of PT Council, discussed how social media has been used to the detriment of the parent organizations. Mrs. Cohen added negative comments on social media only hurts the volunteer pool. Mrs. Cohen continued that all parents are welcome to volunteer or to sit on a PTA or PTO board, regardless of gender, ethnicity, religious affiliation or whether you are a working or stay at home parent. Anyone who wishes to volunteer can reach out to Mrs. Cohen or their school's PTA/PTO/HSA president.

Scott Goldman, 42 North Baums, proposed putting a civics, citizenship or constitutional law course into the curriculum for next school year.

Robin Kollin, 20 Stoneham Drive, former PT Council President, explained how difficult it is to find volunteers and negativity on social media doesn't help. Mrs. Collins suggests being ambassadors of support and good will for all of our volunteers.

Rachel Selvin, 18 Canoe Brook Drive, asked for respect for the volunteers who put themselves out there on behalf of the kids. Mrs. Selvin stated that negativity and criticism on social media is causing parent volunteers to pull back. Mrs. Selvin asked the board to show their support by working together.

Mr. August stated volunteers are in short supply everywhere.

Ms. Messer thanked the PT Council members and all of the parents who volunteer their time.

Anthony Rosamilia, President of the Livingston Education Association, requested the board consider converting December 21, 2018 from a full day of school to an early dismissal day based on student requests and that fact that 15 out of 17 districts in Essex County are doing the same.

Mr. O'Neill added he supports Mr. Rosamilia's request.

Maren Harris, 5 Bowling Drive and current Collins PTO President, wanted to publicly refute some misconceptions about volunteer opportunities that have recently been on private Facebook forums. Mrs. Harris explained their meeting times fluctuate between the day and evening hours and there are also volunteer opportunities during the day and evening to accommodate both working and non-working parents. With respect to transparency, Mrs. Harris added the minutes from their meetings are posted on the school's website and they send out weekly news flashes

to keep everyone in the school community informed. Mrs. Harris concluded by stating participation in their PTO is open to everyone in their school.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mr. August moved the following:

1.1 Textbooks

Resolved, that the Livingston Board of Education approves the following textbooks as shown on ***Attachment A***.

1.2 Student Teachers

Resolved, that the Livingston Board of Education approves the following student teacher assignments:

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Alex Satin	Yeshiva University	Speech Language Pathologist	Mount Pleasant Middle	Leigh Brown	Jan. 22 – May 13 , 2019 (Mon, Thurs, Fri)
Miriam Garber	Columbia University	Secondary Mathematics	LHS	Michelle Winter	December 10-20, 2018

Ms. Messer seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls
Nays – None

STUDENT SERVICES

Dr. Shen moved the following:

2.1 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2018-2019 school year:

CHILD STUDY TEAM EVALUATIONS

Manley, Nancy \$400.00/evaluation

Mrs. Konner seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls
Nays – None

BUSINESS

Mrs. Konner moved the following with the addition of walk-in item, Resolution 3.7:

3.1 Payment of Bills

Whereas, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

Resolved, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

Fund	Name	Amount
10&11	Regular	\$1,364,617.69
12	Regular	20,422.40
20	Regular	156,485.58
	TOTAL	\$1,541,525.67

Regular Checks	78779-79048	\$1,541,525.67
	TOTAL	\$1,541,525.67

3.2 Board Secretary Report – October 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for October 31, 2018, consisting of:

- 1) Interim Balance Sheets
- 2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
- 3) Schedule of Revenues - Actual Compared with Estimated
- 4) Statement of Appropriations Compared with Expenditures and encumbrances, and

Whereas, the Livingston Board of Education has received the report of the Treasurer for October 31, 2018, which report is in agreement with the Report of the Board Secretary, and

Whereas, these reports show the following balances on the date indicated:

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	3,453,279		
(11) Current Expense		11,962,919	3,996,013
(12) Capital Outlay		373,232	1,978,235
(20) Special Revenue Fund	367,439		
(30) Capital Projects Fund	3,141,543		
(40) Debt Service Fund	357,847		
Total:	\$7,320,108	\$12,336,151	\$5,974,248

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of October 31, 2018, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

Resolved, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

Further Resolved, the Livingston Board of Education certifies that, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

3.3 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2018-2019 budget for October pursuant to Board of Education Policy 6422, now therefore be it

Resolved, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10:

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
0260	Workmen’s Compensation		\$5,380
0420	Clean/Repair Maintenance	\$800	
0520	Insurance	\$5,380	
0610	Supplies		\$800
TOTALS		\$6,180	\$6,180

3.4 Field Trips

Resolved, that the Livingston Board of Education approves the field trips as shown on **Attachment B**.

3.5 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves the conferences and overnight trips as shown on **Attachment C**.

3.6 Policies and Regulations

Resolved, that the Livingston Board of Education approves the following policies and regulations for second reading and adoption:

Policies

Program

- Policy #2415.06 – Unsafe School Choice Option (M) (with revisions)
- Policy #2622 – Student Assessments (M) (with revisions)

Students

- Policy #5330 – Administration of Medication (M) (with revisions)

Regulations

Administration

Regulation #1510 – Americans with Disabilities Act (M) (with significant mandated revisions)

Operations

Regulation #8420.5 – Asbestos Release (M) (new to district)

3.7 Amendment to the 2018-2019 Calendar

Resolved, that the Livingston Board of Education approves an amendment to the 2018-2019 calendar changing December 21, 2018 from a full day to an early dismissal of school for students and staff. This change to the calendar is a non-precedent setting event, as agreed to by the BOE and the LEA under Item 4.8 under personnel.

Dr. Shen seconded the motion.

Ms. Messer added the district is committed to providing child care to those parents who may have a hardship picking them up by our changing the full day to an early dismissal on December 21st. Mr. O’Neill continued we will have the principals send home a notice asking them to let us know if they will have difficulty picking up their child.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls
Nays – None

PERSONNEL

Ms. Messer moved the following with the addition of walk-in item, Resolution 4.8:

4.1 Resignations

Resolved, that the Livingston Board of Education accepts the resignations of:

Name	Position	Reason	Location	Last Day of Employment
<i>Patricia Folinusz</i>	Teacher of Science	Retirement	MPMS	June 30, 2019
<i>Diane Zambito</i>	Teacher of Science	Retirement	MPMS	June 30, 2019
<i>Camila del Castillo*</i>	Teacher of Spanish	Resignation	LHS	December 14, 2018
<i>Anne Sarasohn</i>	Elementary School Teacher	Resignation	Collins	December 31, 2018

**as amended from previous agenda*

4.2 Leaves of Absences

Resolved, that the Livingston Board of Education approves the leaves of absences of:

Name	Position	Location	LOA w/pay	LOA w/o pay, but with	Extended LOA w/o	Return Date

			and benefits	benefits (if applicable)	pay or benefits	
<i>Erika Yersak*</i>	TOSD	Hillside	8/29/18-10/10/18	10/11/18-1/10/19**	NA	1/11/19
<i>Laurie Bisconti*</i>	Teacher of Social Studies	HMS	8/29/18-11/5/18	11/6/18-1/1/19**	NA	1/2/19
<i>Angela Raiola</i>	Elementary School Teacher	Harrison	NA	1/7/19-3/29/19**	NA	4/1/19
<i>Melissa Giannopoulos</i>	TOSD	Harrison	12/4/18-1/14/19	1/15/19-4/9/19**	4/10/19-6/30/19	8/29/19

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 Appointments

Resolved, that the Livingston Board of Education approves the applications indicated below (*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Lorraine Haenggi</i>	LHS	Administrative Secretary	Second Year Tenure Track	Sally Peele	AS>7/12	3	\$49,922 (pro-rated)	1/1/19
<i>Nicole Redden</i>	BHE	PRIDE Teacher	First Year Tenure Track	Caroline Gower	BA+16	1	\$54,397 (pro-rated)	12/17/18
<i>Courtney Capizzi</i>	Harrison	TOSD	First Year Tenure Track	Wendy Kohn	BA	9	\$64,846 (pro-rated)	12/13/18
<i>Alan Predestin</i>	Transportation	25 Hour Bus Driver	NA	NA	25-Hr Bus Driver	3	\$21,857 (pro-rated)	12/3/18
<i>Robert Stecki</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$15.50/hr	11/26/18

**begins 60-day probationary period*

***as amended from previous agenda*

4.4 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2018-2019 school year:

Teachers

Clark Murphy

4.5 Extra Work Pay

Resolved, that the Livingston Board of Education approves the following payments as listed on **Attachment D** for work performed.

4.6 Stipends

Resolved, that the Livingston Board of Education approves the Livingston High School Athletic Stipends as listed on ***Attachment E***.

Resolved, that the Livingston Board of Education rescinds the appointment of *Jennifer Williams* as Spring Musical Choreographer at Livingston High School.

4.7 Contract Adjustments

Resolved, that the Livingston Board of Education approves the contract adjustment for the security personnel as listed on ***Attachment F*** in accordance with the Memorandum of Understanding that was approved on November 28, 2018.

4.8 Memorandum of Agreement

Resolved, that the Livingston Board of Education approves the MOA between the LEA and itself dated December 21, 2018.

Dr. Shen seconded the motion.

Mrs. Burman announced there is a change to Courtney Capezzi's start date from 12/17/18 to 12/13/18 and would like the correct date reflected in the minutes.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls
Nays – None

MISCELLANEOUS

Ms. Messer moved the following:

5.1 Suspension Report

Resolved, that the Livingston Board of Education approves the Suspension Report for the month of November.

Mrs. Konner seconded the motion.

There was no HIB report for this meeting.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls
Nays – None

Public Comment ~ up to 15 minutes

Andrew Miller, 18 Sycamore Terrace, participated in FBLA Enterprise Day at the high school and stated it was a great way to get parents involved. Mr. Miller suggested we look at other opportunities to get parents and businesses involved in the curriculum.

Mrs. Konner suggested reinstating meetings with the PT Council twice a year like we do with the Livingston Education Association.

Old Business

There was no old business.

New Business

There was no new business.

ADJOURNMENT

At 9:25 p.m., Mrs. Chirls requested a motion to go into Executive Session to discuss the Superintendent Search.

Mr. August moved the following:

EXECUTIVE SESSION

1. Legal Matters
2. Negotiations
3. Personnel

Whereas, N.J.S.A. 10:4-1 et seq., also known as the "Sunshine Law," authorizes a public body to meet in executive or private session under certain limited circumstances, and

Whereas, said law requires the Board to adopt a resolution at a public hearing before it can meet in such an executive or private session, now, therefore, be it

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on December 10, 2018 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matter.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

Dr. Shen seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary