

SHELTON SCHOOL DISTRICT NO. 309
REGULAR SCHOOL BOARD MEETING, MAY 14, 2019
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The Shelton School District Board of Directors met in regular session at 6:00 p.m. on May 14, 2019 in the Oakland Bay Junior High Commons.

Board members present: Chairman Sandy Tarzwell, Vice-Chairman Sally Karr, Sally Brownfield, Keri Davidson, Dan Cooling and student board representatives Jillian Abbe and Kai Saito.

Staff members present: Superintendent Dr. Alex Apostle, Alison Nutt, Linda Arnold, Brenda Trogstad, Robert Herron, Bob Trondsen, Don Welander, Pam Farr, Karen DeWitt, Aaron Miller, Brian Carney, Travis Smith, Katie Diamond, Jenny LaFrenier, Deena Alley, Jen Deyette, Trevor Leopold, Sheila Iversen, Dean McCoy, Trish McCoy, Jake Fullington, Ricardo del Bosque, and Betty Uriostegui.

Others present: Chelcie Robinson, Carol Ehlinger, Gordon Weeks, Randy Lewis and Scott Schoengarth.

CALL TO ORDER

President Tarzwell called the meeting to order at 6:00 p.m. Kai Saito led the Pledge of Allegiance.

ADOPTION OF AGENDA

Dan Cooling made a motion to adopt the agenda as presented. Keri Davidson seconded the motion and the motion passed unanimously.

COMMUNITY COMMENTS

Randy Lewis followed up on his comments from the last meeting regarding STEAM vs. STEM. He also commented that the Shelton Lions Club is doing a Zumba fundraiser this Saturday.

REPORTS AND RECOGNITIONS

4.01 – Presentation of a check for our homeless program:

Scott Schoengarth from Entertainment Explosion presented the district with a check in the amount of \$4,777.77 for our homeless program. In the past 13 years Entertainment Explosion has raised \$350,000 through their Really Big Shoe benefit concerts and given the proceeds to the Thurston County School Districts, Shelton School District and Community Youth Services for their homeless programs. This year's concert raised \$43,000. Scott said this was the last year Entertainment Explosion would be performing because their members are getting older. Travis Smith, Betty Uriostegui and Ricardo del Bosque accepted the donation on the district's behalf. Board members and Dr. Apostle thanked Scott and Entertainment Explosion for their generous donations to our school district over the years.

4.02 – Recognition of Jake Fullington:

Board members and Dr. Apostle recognized Jake Fullington, CTE Applied Technology Teacher at Shelton High School, for all his efforts not only in the classroom but for his videos on our website describing our bond projects. Dr. Apostle commented that Jake does a wonderful job keeping our community informed on our bond, which he does voluntarily.

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4.03 – Audit Exit Conference:

Chelcie Robinson from the State Auditor's Office conducted the 2017-18 Audit Exit Conference. Their office performed an Accountability Audit, a Financial Statement Audit, and a Federal Grant Compliance Audit. The following exit recommendations were made:

Incentive Program Policy

- The district operates a student incentive program at Oakland Bay Junior High in which students receive small tokens to trade for items at the "Trading Post" store. The district does not have a policy in place outlining the activity and outcomes required for a student to receive the incentive for a public purpose. It is recommended the district adopt a policy outlining the uses and restrictions of the incentive program.

Cash Receipting & Deposits

- Oakland Bay is not depositing receipted funds within 24 hours, as required by RCW. It is recommend all schools within the district deposit receipted funds within 24 hours.

Financial Condition

- The four year budget projection shows an ending fund decrease by approximately 35% by 2022. Although the school board and staff are aware of the district's financial condition and the district is working to take steps to address the issue, the recommendation is to continue to monitor financial condition and make changes as needed to ensure the district can continue to pay current and future obligations.

Schedule of Expenditures of Federal Awards Preparation

- Four errors were identified that resulted in a net understatement of \$11,607. It is recommended the district improve internal controls to ensure amounts reported on the SEFA are accurate.

Procurement – Special Education

- Emergency procurement procedures were not performed for two vendors paid \$37,430 with federal Special Education funds. It is recommended the district ensure proper procurement procedures are followed.

Documentation for Title I Allocation

- Free/reduced lunch participation amounts are used in the district's Title I application to determine eligible schools. The district did not retain documentation to support its Title I application. It is recommended supporting documentation for the Title I application be retained.

Procurement Policies

- The district procurement policy has not been updated to reflect Uniform Guidance, which requires the district to specifically address what procurement procedures are followed when using federal funding. It is recommend the district's procurement policies are updated to reflect current Uniform Guidance requirements.

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Chelcie thanked district staff for their timely response to requests and assistance throughout the audit.

4.04 – Monthly update on bond projects:

Jeff Feeney gave his monthly update on the bond projects. Jeff commented that he spent several hours recently in Jake Fullington's classroom talking to students about the bond, what engineers and architects do, etc., and that the students were very engaged.

PKG C:

- PKG C is 99% complete. We are still waiting for 3 doors for the vestibules at CHOICE.

PKG B:

- A few leaking roof problems were discovered at the Early Learning Center and we will be doing a change order.
- The new Mt. View Elementary is 75% complete. Based on our accounting we are under budget at this point and are looking very good at maintaining the schedule and budget.

PKG A:

- Shelton High School is 70% complete and again we are looking very good and on track to finish on time and on budget. We made up lost time in the schedule with the board's authorization of overtime. We are looking at the 3rd week of August to finish right now.
- This summer there are two trade unions undergoing union negotiations and that has potential to possibly cause some issues.

PKG E:

- We have gone through the schematic design process for the Bordeaux gym and are waiting for the first cost estimates to come in. We hope to take down the existing canopy this summer and start construction in September or October with completion next summer.

PKG D:

- PKG D is in a state of transition. We know what we want but we are working out all the dimensions with the goal of making the best multi use sports complex at Shelton High School. The goal is for completion by the start of school in 2020.
- For the new parking lot, the contractor suggested that we grind up the old asphalt and use that as fill for the new parking lot which will be a cost savings. We also changed the flow of the parking lot and will bring diagrams to show the board at the June 11th board meeting. The new parking lot will have lighting, curbs, landscaping and irrigation as well as 43 trees being added in plus several others along Shelton Springs Rd.

4.05 – Report on new proposed athletic eligibility standards:

Trevor Leopold reported on proposed changes to athletic eligibility in grades 7-12 as proposed by a committee of teachers, parents, administrators, and students. Sports are a privilege and we need to hold our athletes to a higher standard. Our current policy is the basic minimum for WIAA.

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The proposal is:

- Students may not fail any class.
 - High School – all classes, including advisory, will have to have a passing grade
 - Junior High – all classes will need to be above a 1.5 (4.0 scale)
- Grades checked every 2nd Friday of the month.
- The athlete will be allowed to return to play after he or she has turned in a return to play form after the week of ineligibility.
- If an athlete fails one trimester class they will be ineligible for 10% of the season.
- Athletes may appeal to a committee on a case by case basis to gain academic eligibility.

This proposal is not on tonight's agenda for approval and will be brought back as an action item at a later date. Dr. Apostle commented that when we entertained this effort earlier this year we were talking about not failing any classes and a 2.0 GPA. This makes a huge difference in terms of attendance, test scores and graduation and is the first step in raising the standards. He feels establishing a 2.0 GPA down the road is attainable.

4.06 – Intent to apply for 21st CCLC Federal Funding through OSPI:

Travis Smith gave public notice of the district's intent to apply for 21st Century Community Learning Center federal funding through OSPI for before and after school programs at Bordeaux and Mt. View. We are applying for just under \$2 million over a 5-year cycle. We applied last year and were not funded, but this year we meet all the requirements. The application is due by May 30th and we will know if we are funded by July 8th.

4.07 – April budget status report:

Brenda Trogstad gave the April 2019 budget status report and reviewed the balances in each fund. We are seeing \$1.5 million less in the General Fund compared to this time last year which is the levy collection. We received a new bus this month so the Transportation Vehicle Fund will go down next month.

4.08 – Recognition of student school board representatives:

Board members and Dr. Apostle recognized outgoing student school board representatives Jillian Abbe and Kai Saito and thanked them for their service on the school board this school year. Jillian will be attending Whitworth University in the fall to study elementary education with a goal to return to Shelton to teach. Kai is finishing up his AA degree and is planning to go to the University of Washington with aspirations to become a doctor.

CONSENT AGENDA

Keri Davidson made a motion to approve the consent agenda. Sally Brownfield seconded the motion and the motion passed unanimously. The board:

- Approved minutes from the April 17, 2019 board study session;
- Approved minutes from the April 23, 2019 board study session;
- Approved minutes from the April 23, 2019 regular board meeting;
- Approved out-of-state travel to Lebanon, TN on June 2-5, 2019 for Gaby Garcia, Lilly Serhan, Jennifer Martin and Kristen Fendley to attend the Children's Reading Foundation Conference and READY! for Kindergarten training;

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- Approved out-of-state travel to Nashville, TN on June 23-25, 2019 for Deena Alley to attend Career Pathway Leadership Certification;
- Approved out-of-state travel to Nashville, TN on June 25-28, 2019 for Deena Alley and Jennifer Deyette to attend the Alignment Nashville SEL Conference;
- Approved out-of-state travel to Washington, D.C. on July 12-18, 2019 for Katie Diamond to attend the National School Public Relations Association Summer Conference;
- Approved the personnel report (see Attachment #1);
- Approved the cancellation of miscellaneous General Fund and Capital Projects Fund warrants lost by the payee or issued in error;
- Approved General Fund Warrant Nos. 130147338 through 130147527 in the amount of \$801,432.92;
- Approved General Fund Warrant No. 130147572 in the amount of \$15,619.20;
- Approved Associated Student Body Fund Warrant Nos. 130406211 through 130406241 in the amount of \$23,337.22;
- Approved Associated Student Body Fund Warrant Nos. 130406242 through 130406245 in the amount of \$1,193.79;
- Approved Associated Student Body Fund Warrant Nos. 130406246 through 130406248 in the amount of \$563.10;
- Approved Associated Student Body Fund Warrant Nos. 130406249 through 130406251 in the amount of \$1,084.48;
- Approved Capital Projects Fund Warrant Nos. 130200329 through 130200338 in the amount of \$2,364,085.49;
- Approved Capital Projects Fund Warrant No. 130200339 in the amount of \$1,759,708.35; and
- Approved Payroll Warrant Nos. 130802954 through 13080969; No. 130147312; and Nos. 130147528 through 130147571 in the total amount of \$4,663,139.37.

DISCUSSION AND ACTION ITEMS

6.01 – Proposed list of items to declare surplus:

Brenda Trogstad presented a small list of miscellaneous items to declare as surplus. Once the board approves, the items will be offered to the districts within ESD 113 for 30 days and then we will take them to the state surplus. Sally Karr moved, seconded by Dan Cooling, to declare the list of items as surplus. The motion passed unanimously.

6.02 – Proposed policies/procedures in Batch #6 of the policy review:

The proposed policies/procedures in Batch #6 of the policy review were on the agenda for a second reading and recommended approval. Sally Brownfield still had concerns with proposed Policy/Procedures No. 2409 – Credit for Competency-Proficiency. She asked that we state in our policy that we will follow the legislation and processes through OSPI that have already been set forth. Sally is comfortable with adopting the other policies in Batch #6. It was agreed to pull Policy/Procedures No. 2409 and work with our attorney.

Keri Davidson made a motion to adopt Batch #6 of the policy review with the exception of Policy/Procedures No. 2409. Sally Karr seconded the motion and the motion passed unanimously. The board approved the following:

- Revised Policy No. 2412 – Diplomas for Veterans

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- Revised Policy No. 2413 – Equivalency Credit for Career and Technical Education Courses
- New Policy/Procedures No. 2420 – Grading and Progress Reports
- Revised Policy No. 3123 – Withdrawal Prior to Graduation

SUPERINTENDENT'S REPORT

Dr. Apostle reported on the following:

- This week continues to be very busy with budget, staffing, and the bond. He has been working very closely with Linda Arnold and Brenda Trostad.
- On May 6th there was a formal MOU signing with the Squaxin Tribe which supports ESSA. Sally Brownfield helped tremendously with this effort. We will be scheduling a similar ceremony with the Skokomish Tribe.
- On May 8th CHOICE held their 35th Anniversary Celebration which was a lot of fun and well attended by former teachers, staff and administrators.
- Last night the 1st Year Anniversary Celebration of the Student & Family Resource Center was held. We are tentatively planning to move the Resource Center to the old Mt. View School to save rental costs at the Transit Center and will hopefully be able to provide additional services for students and families.
- Tomorrow evening is a Staff/Community Open Forum with an open agenda.
- Thursday is Shelton High School's Senior Awards Night.
- And, Friday is the Indian Education Awards Banquet and Button Robe Ceremony.

BOARD MEMBER COMMENTS

Kai Saito:

- Kai commented that he appreciates his experience on the school board this year and thanked the board for the opportunity. He said it was nice to see real people who care about the school district and the children they are serving.
- The new construction has also been exciting.

Jillian Abbe:

- May 21st at 7:00 p.m. is the final Shelton High School Choir Concert.
- Forest Festival is the first weekend in June which she will be involved with all weekend as the Forest Festival Queen.
- 3 Shelton High School students are interested in the student board representative for next year.
- Jillian also said she was very grateful for the opportunity to serve on the board this year and hopes her replacement will also take away a lot from the experience.

Dan Cooling:

- Dan thanked Kai and Jillian and commented that a lot of students don't step up like they have and the board can see their leadership and appreciates their insight. He wished them well and thanked them for setting an example for other students to follow.

Keri Davidson:

- Several board members, including Keri, attended the Governor's signing of the Bordeaux student's bill declaring September the Month of the Kindergartner.

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- The majority of the board also attended the WSSDA Region 5 meeting held at the Aberdeen School District. They were able to intermix with a lot of District 5 school board members and talk about the exciting things happening in our districts. Keri spoke about our Bordeaux student's bill being passed into law.
- She has missed a number of events, such as the MOU signing with the Squaxin Tribe, due to work conflicts. She will also miss Senior Awards Night.
- She attended Mt. View's 5th grade camp with her daughter so also missed the CHOICE 35th Anniversary Celebration.
- Keri said she would like to revisit keeping 5th grade camp for next year and would like to see this continue for all of our Shelton students. Camp is a memorable experience for our students.

Sally Brownfield:

- Sally has also had a number of work conflicts recently and is going to miss many activities including CHOICE High School graduation.
- She is in agreement with Keri Davidson regarding the importance of 5th grade camp. As a teacher she participated in this for many years.
- The Squaxin Tribe now has an outdoor pre-school program where the kids are engaged in a whole different way of looking at the world and having a relationship with the land and nature.
- Sally also said it has been great to have Jillian and Kai on the board this year and is excited about their future plans.
- She said there were many people involved with the work on the Squaxin MOU and said the MOU embodies much more than a federal ESSA requirement and more than she is seeing in other communities across the state.
- She was able to attend the CHOICE 35th Anniversary Celebration.

Sally Karr:

- Sally commented that since the last board meeting Shelton has hosted the Shelton Invitational Track Meet and the League Track Meet. Mike Fox and Brian Brickert do a very good job of putting on the meets and organizing volunteers.
- We had a good reconfiguration meeting recently and it is exciting to hear all that's happening. She is still amazed at all the things we are doing as a district.

Sandy Tarzwell:

- Sandy was able to attend the CHOICE 35th Anniversary Celebration and the One Year Anniversary of the Student & Family Resource Center.
- She runs into former student school board reps from time to time and hopes to see Jillian and Kai.
- The CTE Showcase is next Monday night.

ADJOURN

At 8:06 p.m. Sally Karr made a motion to adjourn the regular meeting. Keri Davidson seconded the motion and the motion passed unanimously.

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Chairman Tarzwell announced that the board would be entering into a brief exempt session regarding negotiations. The exempt session ended at 9:30 p.m.


Chairman, Board of Directors


Secretary to the Board

Shelton School District #309
Personnel Action Requested for
Board Meeting of May 14, 2019

Employment with the District will be on a conditional basis pending completion of a State and National background clearance, with the fee to be paid by the applicant, as well as a clearance based upon the "Washington State Sexual Misconduct Disclosure Release" forms and proper certification.

ADMINISTRATIVE

New Hires / Rehires

Brianne Barrett – Executive Director of Student Services P-12; Central Office. Beginning July 1, 2019.

CERTIFICATED

Change in Assignments

Robyn Groat – School Counselor; Evergreen Elementary, moving to School Counselor; Mt. View Elementary. Beginning September 16, 2019, this fills the position vacated by Carol Benek.

New Hires / Rehires

John Johnson – Long Term Substitute; Oakland Bay Jr. High. Beginning February 5, 2019, for the remainder of the 2018-19 school year.

Patrice Marie – Substitute Teacher; District. Beginning April 30, 2019, to be used as needed in the District.

Mary Middleton – Substitute Teacher; District. Beginning April 17, 2019, to be used as needed in the District.

Joel Seward – Teacher (CTE Stagecraft); Shelton High School. Beginning with the 2019-20 school year, this fills the position vacated by David Miser.

Megan L. Smith – School Counselor; Oakland Bay Jr. High. Beginning with the 2019-20 school year, this fills the position vacated by Tim Madden.

Megan Smith - Emergency Substitute Teacher; District. Beginning April 29, 2019, to be used as needed in the District.

Kara Turek – Teacher (ELL); Mt. View Elementary. Beginning with the 2019-20 school year, this fills the position vacated by Patrice Marie.

Michelle Whittaker – Substitute Teacher; District. Beginning May 8, 2019, to be used as needed in the District.

Supplemental Contracts / Extra Assignments

David Ralph – Detention Center Summer Program Teacher, beginning June 14, 2019, through August 2019.

Jenna Kelly – Evergreen Elementary; Mentee. 3rd Trimester.

Mary Clift – Bordeaux Elementary; Outdoor School. April 30 – May 3, 2019.

Erick Niemi – Bordeaux Elementary; Outdoor School. April 30 – May 3, 2019.

Kay Roller – Bordeaux Elementary; Outdoor School. April 30 – May 3, 2019.

Roxy Smith – Bordeaux Elementary; Outdoor School. April 30 – May 3, 2019.

P.J. Williams – Bordeaux Elementary; Outdoor School. April 30 – May 3, 2019.

Lourdes Flores-Skydancer – Evergreen Elementary; Outdoor School. April 9 – April 12, 2019.

Jennifer Mullen – Evergreen Elementary; Outdoor School. April 9 – April 12, 2019.

Claudia Waldrop – Evergreen Elementary; Outdoor School. April 9 – April 12, 2019.

Robin Gagnon – Mt. View Elementary; Outdoor School. May 8 – May 10, 2019.

Tim Hall – Mt. View Elementary; Outdoor School. May 8 – May 10, 2019.

Jody Oblizalo – Mt. View Elementary; Outdoor School. May 8 – May 10, 2019.

Doug Watkins – Mt. View Elementary; Outdoor School. May 8 – May 10, 2019.

Leaves of Absence

Elizabeth Chapin – Teacher (3rd Grade); Bordeaux Elementary. Leave request to begin February 18, 2019, returning approximately May 22, 2019, per letter dated February 18, 2019.

Jonathan Hill – Teacher (Art); Bordeaux Elementary. Leave request to begin approximately April 29, 2019, and returning approximately May 20, 2019, per letter dated April 19, 2019.

Tuntanetia Sallis – Teacher (ELL); Oakland Bay Jr. High. Military leave request beginning approximately Wednesday, May 1, 2019, for the remainder of the 2018-19 school year, per letter dated April 30, 2019.

Resignations / Retirements

Paul Barber – Teacher; CHOICE High School. Retirement will be effective with the end of the 2018-19 school year, per letter received May 7, 2019.

Allison de Mendez – Teacher; Evergreen Elementary. Resignation will be effective with the end of the 2018-19 school year, per letter dated April 25, 2019.

James B. Hale – School Psychologist; Special Services. Resignation will be effective with the end of the 2018-19 school year, per letter dated April 24, 2019.

Jenna Kelly – Teacher; Evergreen Elementary. Resignation will be effective with the end of the 2018-19 school year, per letter dated May 3, 2019.

Sam Luedtke – Teacher (CTE Construction); CHOICE High School. Resignation will be effective with the end of the 2018-19 school year, per letter dated April 15, 2019.

Melissa Miller – Teacher (5th Grade); Evergreen Elementary. Resignation will be effective with the end of the 2018-19 school year, per letter dated April 23, 2019.

Mary Kay Myers – Teacher (3rd Grade); Evergreen Elementary. Retirement will be effective with the end of the 2018-19 school year, per letter dated April 22, 2019.

Sarah Sells – Teacher (CTE Family & Consumer Sciences); Shelton High School/Oakland Bay Jr. High. Resignation is effective with the end of the 2018-19 school year, per letter dated April 15, 2019.

Sophie Wall – Teacher (5th Grade); Bordeaux Elementary. Resignation will be effective with the end of the 2018-19 school year, per letter dated April 22, 2019.

CLASSIFIED

New Hires / Rehires

Kelly Bingham – Para Tech (ESY Coord.); Special Services. Beginning May 6, 2019, through August 2019, for the 2018-19 ESY Summer Program, this is a temporary position.

Nathan Chapman – Para Educator (Bilingual); Olympic Middle School. Beginning April 19, 2019, this fills the position vacated by Jessica Trondsen.

Robert Cutsforth – Substitute Bus Driver; MCTC. Beginning April 22, 2019, to be used as needed in the District.

Aurora Gouley – Asst. Fastpitch Coach; Shelton High School. Beginning April 18, 2019, for the 2018-19 season.

Brian Howell – Substitute Para Educator; District. Beginning May 8, 2019, to be used as needed in the District.

James Petraitis – Substitute Bus Driver; MCTC. Beginning April 18, 2019, to be used as needed in the District.

Dailyn Sanchez-Kahn – Substitute Para Educator; District. Beginning April 17, 2019, to be used as needed in the District.

Joel Seward – Auditorium Operations Engineer; Shelton High School. Beginning September 1, 2019, this fills the position vacated by David Miser.

Supplemental Contracts / Extra Curricular

Sheryl Cannon-White – Book Fair Advisor; Olympic Middle School. Session IV Intramurals, February 11, 2019 – March 28, 2019.

Jennifer Farley – Babysitter's Club Advisor; Olympic Middle School. Session IV Intramurals, February 11, 2019 – March 28, 2019.

Elizabeth Johnston – Tabletop Games Advisor; Olympic Middle School. Session IV Intramurals, February 11, 2019 – March 28, 2019.

Michael Marstrom – Guitar Sub Advisor; Olympic Middle School. Session IV Intramurals, February 11, 2019 – March 28, 2019.

Marnie Striplin – Yearbook Advisor; Olympic Middle School. Session IV Intramurals, February 11, 2019 – March 28, 2019.

Ava Taylor-Sisk – Eat Right, Future Bright Advisor; Olympic Middle School. Session IV Intramurals, February 11, 2019 – March 28, 2019.

Leaves of Absence

Nichole Hillman – Para Tech (Indian Ed.); Shelton High School. Leave request from 32.5 hours per week to 20 hours per week through the end of the school year, per letter dated April 16, 2019.

Resignations / Retirements

Peggy Carter – Substitute Food Service Worker; Food Services. Resignation is effective immediately, per letter dated April 25, 2019.

Derrick Pringle – Varsity Boys Basketball Coach; Shelton High School. Resignation is effective immediately, per letter dated April 12, 2019.

Jenny Scott – Para Educator; Bordeaux Elementary. Resignation is effective immediately April 22, 2019, per letter dated April 22, 2019.

Tiffany Twiddy – Varsity Girls Basketball Coach; Shelton High School. Resignation is effective immediately, per letter dated April 16, 2019.

Michelle York – Para Educator (Special Services); Shelton High School. Resignation will be effective May 10, 2019, per letter dated April 26, 2019.