

UPDATE

www.aala.us

Week of January 20, 2014

COMMENTS TO THE BOARD OF EDUCATION: Our Priorities

*On January 14, 2014, AALA President, **Dr. Judith Perez**, made the following comments to members of the Board of Education on behalf of AALA and the District's other labor unions. AALA wishes to commend Board President **Dr. Richard Vladovic** for including labor partner updates in his Board President's Reports at every Board meeting.*

Good afternoon, Mr. Board President, Board members and Mr. Superintendent. My name is Judith Perez. I am President of Associated Administrators of Los Angeles, which represents certificated and classified administrators in LAUSD. This afternoon I am addressing you first as the President of AALA and second as the representative of the coalition of all LAUSD labor partners.

I'd like to share with you a summary of AALA's top three priorities:

1. Schools are desperately in need of additional administrative support. The best way to do this is by improving the current administrative norms for assistant principals at both elementary and secondary schools. At the very least, administrative positions should be restored to the levels they were prior to the Great Recession which resulted in severe budget reductions in the District and subsequent cuts at school sites. Increasing the number of assistant principals will result in safer and cleaner schools and will begin to provide much needed instructional support for the multitude of initiatives principals have been directed to implement.
2. Administrators serving in central offices and other locations should have their Basis restored to pre-recession levels so they have adequate time to assist students, parents and school staff members.
3. AALA members and, indeed, members of all other bargaining units, have not received a raise in over seven years. Their workload has increased dramatically, the cost of living has skyrocketed, yet compensation has not. We look forward to productive negotiations on this matter.

Now speaking on behalf of LAUSD's labor partners, I remind you that union members played a significant role in working for the passage of Proposition 30. Our students, parents and employees have yet to see the fruits of their labor. District unions support job restorations, enhanced staffing and a raise.

Finally, all the labor partners, united, look forward to our upcoming conversation with the Superintendent on last week's Governor's Budget proposal and the LCAP.

Thank you, Board members, for your understanding and your support.

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**INTERIM REGULATIONS FOR THE
LOCAL CONTROL FUNDING FORMULA**

Governor Brown recently presented to the State Board of Education a set of interim regulations to guide school districts as they receive new money under the Local Control Funding Formula (LCFF). The regulations are a bit more stringent in terms of accountability than originally proposed. Although the LCFF was originally presented as an effort to give local districts as much autonomy as possible over the funds, the new rules clearly show that Governor Brown's position has changed, probably due to the lobbying efforts of civil rights organizations, such as the ACLU, MALDEF and Public Advocates. These groups were concerned that if school districts had too much local authority, the money would not go directly to supplement services to the targeted students.

The Governor is asking that the State Board approve the interim regulations on an emergency basis while his staff continues working on the permanent regulations. In addition to improving overall pupil achievement, some of the new requirements include that districts report specifics on how the money will be spent on improving educational outcomes of disadvantaged students and engaging parents. The intent is to guide districts in developing their Local Control and Accountability Plans (LCAPs) with priority given to the assignment of fully-credentialed teachers, implementation of the CCSS, improving performance on standardized tests and raising scores on the Academic Performance Index. They will also be asked to describe the process used to engage parents, pupils and other stakeholders in the development of the plans and to give specifics as to how the money will be used to improve the quantity and quality of services to English learners, low-income students and foster youth.

As further details become available, we will share them with you via *Update*.

CARETAKER FOR BOARD DISTRICT 1

At Tuesday's Board meeting, Board Vice President **Steve Zimmer** sponsored a resolution providing for an "interim representative to execute the responsibilities of Board District 1" until a new Board member is elected. This representative would not have the right to vote at Board meetings but would serve as a caretaker to ensure that the business of District 1 is carried out. The resolution further provided for an ad hoc committee to craft a process for application, evaluation of applications and a recommendation to the Board. Following public comments, much debate and changed votes, the Board voted in support of the resolution with several amendments. The interim representative is expected to be installed in March 2014.

BARGAINING BULLETIN

AALA has sent two requests in writing to the District's Labor Relations director to commence collective bargaining. We just received a response and are in the process of identifying dates for negotiations.

HEALTH BENEFITS FAQ

TOPIC: SHOULD YOU STOP USING ANTIBACTERIAL PRODUCTS?

Isn't "antibacterial" a good thing?

There are so many "antibacterial" products—soaps, bodywashes, mouthwashes, toothpastes and lotions—that one may have difficulty finding a non-antibacterial product. Consumer and industry groups for years have called for the ban of antibacterial products because of the potential harmful effects of the chemicals used in these products. Multiple studies on the health effects of antibacterial chemicals have finally forced the FDA to take action; in December 2013 they issued proposed regulations for manufacturers of antibacterial products to provide evidence that their products are more effective than plain soap and water.

What was the basis for the proposed FDA regulations? Laboratory studies on the common antimicrobial compounds used in antibacterial products, "triclosan" and "triclocarban," show that they are hormone disruptors, contribute to making bacteria more resistant to antibiotics and harmful to wildlife, waterways and the environment. Both compounds are resistant to biodegradation and can remain in the environment for decades. FDA microbiologist **Colleen Rogers** recently stated: "New data suggest that the risks associated with long-term, daily use of antibacterial soaps may outweigh the benefits."

What exactly are "triclosan" and "triclocarban"? According to the Environmental Protection Agency (EPA), both are chlorinated, aromatic compounds, formulated in the 60s. Triclosan was first registered as a pesticide in 1969 when it was used as an industrial materials preservative. They have been used for more than 30 years as synthetic broad-spectrum antimicrobial agents in many consumer products, including cosmetics. When people use these products, they can absorb small amounts through the skin or mouth.

How do I know if triclosan or triclocarban are active ingredients in the products I use?

First, check the ingredients label. The FDA requires labeling of all ingredients for cosmetics and drugs. You can look for key words on the product. Example, if a product's label on a soap or cleaner claims a cosmetic effect such as "moisturizing" or "deodorizing," then the product is considered a cosmetic. Likewise, if a cleansing product makes a drug claim such as "antibacterial," "antiacne" or "antiperspirant," then the product is deemed a drug.

Is there any way to research products online before I purchase them?

Most labels are very long or have such tiny print they are difficult to read; however, there are resources on the Internet. One website, *GoodGuide* at www.goodguide.com offers ratings on products based on being "healthy, green and socially responsible." Another helpful website is *EWG Skin Deep*® at <http://www.ewg.org/skindeep>. It offers guidance on chemicals in cosmetics products. You can also enter a search query such as *bath (or other type of) products without triclosan or triclocarban*.

Additional information can be found on the FDA website at:

<http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm378393.htm>.

SCHOOL CONSTRUCTION BOC RECOMMENDATIONS

In a letter to Board Members dated January 10, 2014, **Stephen English**, Chair of the Bond Citizens' Oversight Committee, made several recommendations for the Common Core Technology Project Phases 2 and 1L. The letter is four pages in length and with Mr. English's permission, AALA is providing a synopsis of some of the key recommendations. AALA thanks Mr. English for his willingness to permit AALA to share these recommendations with our membership.

1. Staff concurred in our recommendation, for example, that the District not proceed to acquire tablets now for all campus-based academic personnel, many of whom are in schools whose students would not receive tablets for another two years.
2. Specifically the BOC recommends that the number of tablets to be procured for the 2014 Spring Test be reduced to reflect the November changes in the test regimen mandated by the California Department of Education.
3. The District does not need to buy all of the tablets that will be needed for the 2015 tests now, and before it does need to buy them, the District will need to know how many existing computers are already available in the schools for this purpose.
4. There is an unnecessary cost risk in buying more devices than needed at the present time: it should be remembered that these devices are highly portable, and that the District has not yet built an effective inventory and secure storage system for them at the non-Phase 1 schools. Thus, the potential for losing substantial numbers of tablets through theft, or through simply losing track of them, is considerable. This challenge is unavoidable for the 38,535 tablets that staff says it needs. It is avoidable, however, for the unneeded overage.
5. The BOC has deemed it to be an imprudent use of bond funds for the District to buy more devices than it needs now for the 2014 Spring Test.
6. After a detailed review of the list of schools and tablet/tablet cart assignments used by staff to estimate both the tablets needed for the 2014 Spring Test (38,535) and the tablets needed for the 2015 Test (67,480), the BOC has concluded that the District should vigorously pursue its efforts to complete a thorough and detailed school-by-school evaluation of device needs.
7. The key to the proper allocation of tablets to schools is a detailed school-based plan, that (a) incorporates the number of devices already on campus that are both technically sufficient and available for the Field Test usage, (b) ensure adequate LAN/WiFi capacity and (c) contains a detailed schedule and staffing plan, including room assignments, for bringing all covered students to the Field Test at the proper times without unnecessary negative impact to the instructional mission of each school.
8. The Bond Oversight Committee recommends that the Inspector General should manage the evaluation process mandated by the Board's November Common Core Technology Project resolution.

At the Board meeting of January 14, the Board voted to disregard the recommendations made by the BOC. **Howard Blume**, of the *Los Angeles Times*, (January 15, page AA1), reported that "...the Board adopted the proposal of **Dr. John Deasy**..." He further states, "They decided to distribute iPads to thirty-eight more campuses, purchase laptops for seven high schools and buy as many tablets as needed for the new state tests in the Spring."

**BE CAREFUL OF YOUR QUESTIONS WHEN
INTERVIEWING POTENTIAL EMPLOYEES**

Active AALA members are in supervisory positions, frequently necessitating the hiring of staff. The hiring process generally includes an interview during which the employer tries to gain as much information about the applicant as possible. Interviewers have to be careful of the questions that they pose because many that seem perfectly normal can actually be illegal. Questions that relate to age, race, national origin, gender, religion, marital status and sexual orientation are off-limits. An article in *Business Insider*, written by **Vivian Giang**, cites eleven questions that are commonly asked, but are actually illegal. They are listed below.

1. Have you ever been arrested? (Employers can ask if the applicant has been convicted of a crime, but not about the arrest record.)
2. Are you married?
3. What religious holidays do you observe? (Employers may ask if an applicant is available to work on Saturdays or Sundays.)
4. Do you have or plan to have children? (You may ask if the person has any responsibilities that will interfere with job requirements, such as traveling.)
5. What country are you from?
6. Is English your first language? (You may ask which languages the applicant reads, speaks and writes fluently.)
7. Do you have any outstanding debt or own property?
8. Do you drink socially?
9. When was the last time you used illegal drugs? (An employer may ask if the applicant currently uses illegal drugs. Past drug or alcohol addiction is considered a disease and questions violate the Americans with Disabilities Act.)
10. How long have you been working? When did you graduate from high school or college? When is your birthday? (These questions allow employers to guess the age, which is unlawful. You can ask about the length of experience in a specific area.)
11. What type of discharge did you receive from the military?

LAUSD REMINDER TO CERTIFY DAILY DRINKING WATER FLUSHING

LAUSD reminder: All drinking water fixtures and fountains that may be used for consumption of water or used for food preparation shall be flushed for a minimum of 30 seconds prior to the first use of the day as outlined in [REF-3930.4, Daily Flushing Requirements for Drinking Fountains and Faucets](#). By the 15th of each month, Principals must certify electronically that all applicable fixtures have been flushed and the log for the previous month has been completed. A copy of the log is provided in the Reference Guide. To certify, Principals may log onto Inside LAUSD. The link for the “Drinking Water Flushing Certification” is located under the “Resources & Applications” heading on the right side of the page. This is required of all schools. For more information regarding the flushing requirements, please contact the Office of Environmental Health and Safety at 213.241.3199 or www.lausd-oehs.org.

AALA SCHOLARSHIP APPLICATIONS AVAILABLE

The 2014 AALA Scholarship Application has been e-mailed to school-site administrators at all comprehensive high schools, options schools and community adult schools. Also, the application is posted on the AALA website, www.aala.us. We encourage administrators to spread the word among their students about this excellent scholarship opportunity and encourage them to apply. The due date for all completed applications with accompanying documents is **Friday, February 21, 2014**. This year we would like to see all schools represented in the applicant pool.

Last year through the fundraising efforts of Friends of AALA, our 501(c)(3) nonprofit corporation, twenty-three (23) scholarships valued at \$1,000 each were awarded to LAUSD students. This year, the goal, a formidable one for Friends of AALA, is to award twenty-five (25) scholarships with an increased value of \$2,000 each. The fundraising campaign for 2014 is now in progress.

All eligible students are encouraged to apply for the AALA scholarship awards. A selection committee will review the applications received, and the selected recipients will be notified in March and honored at the Scholarship and Community Awards Banquet on Wednesday, April 30, 2014, at the Millennium Biltmore Hotel. Should you have any questions regarding the scholarship program, please contact **Gema Pivaral** at 213.484.2226 or gpivaral@aala.us.

AALA COMMUNITY VOLUNTEER AWARDS

It is time to nominate those wonderful individuals and groups who dedicate their time and effort to enrich the educational experiences of our students and school communities for an AALA Community Volunteer Award. Help us recognize these deserving individuals and groups by nominating them for an award. It is easy to do. Just log on to the AALA website at www.aala.us, click on Community Volunteer Nomination, complete the one-page form and submit it for consideration. If you prefer, the form can be downloaded, completed and mailed (1910 W. Sunset Blvd., Suite 850, Los Angeles 90026) or faxed (213.484.0201) to AALA. Deadline for receipt of all nomination forms is **Friday, February 21, 2014**. Note: A nominee cannot be an employee of LAUSD.

A selection committee will review all applications received and identify the 2014 honorees. The awards will be presented at the AALA Scholarship and Community Awards Banquet on Wednesday, April 30, 2014, at the Millennium Biltmore Hotel. The recipients will be the guests of AALA at the banquet. Should you have any questions regarding the Community Volunteer Award, please contact **Gema Pivaral** at 213.484.2226 or gpivaral@aala.us.

IN MEMORIAM

LEMUEL MOSSETT JR.—Former Principal of Manhattan Place and 122nd Street schools, Assistant Principal of Rowan Elementary School and former Adviser in Administrative Area C. Lemuel retired from the District on June 30, 1992, and passed away on January 2, 2014.

CALENDAR

| EVENT | DATE | CONTACT |
|---|--|---|
| Public Memorial for Marguerite P. LaMotte at Washington Prep HS | January 18, 2014 9:30 – 11:30 a.m. | |
| Dr. Martin Luther King, Jr.’s Birthday Observed | January 20, 2014 | |
| COBA Meeting at the Crenshaw HS Library | January 22, 2014 5:30 p.m. | Josephine Ruffin , josephineruffin@sbcglobal.net |
| APSCO Meeting at Olive Vista MS | January 23, 2014 8:00 a.m. | Dr. Lilia Postell , imp9321@lausd.net or 818.678.5100 |
| ACSA Region XVI Representative Council Meeting at Ocean Seafood in Chinatown | January 23, 2014 5:30 p.m. | Dr. Victor Gonzalez , victor.gonzalez@lausd.net |
| Academic Decathlon at Roybal Learning Center | January 25, 2014 8:00 a.m. | Cliff Ker , 213.241.3503 or cliff.ker@lausd.net |
| Retirement Celebration for Manuel Caldera at Almansor Court | January 25, 2014 11:00 a.m. | Marco Ramirez , 323.997.0888 |
| ASPO Meeting at Beaudry, 18 th Floor, Room 124 | January 29, 2014 8:00 a.m. | Juan Urdiales , 323.826.2400 or jurdiale@lausd.net |
| Academic Decathlon Super Quiz at Roybal Learning Center | February 1, 2014 4:00 p.m. | Cliff Ker , 213.241.3503 or cliff.ker@lausd.net |
| SEPO Meeting at Beaudry, 17th Floor, Room 105 | February 5, 2014 1:00 p.m. | Christina Cisneros , 213.749.8310 or cmc0506@lausd.net |
| SHSPO/MSPO/SHOPO Pickwick Gardens SHAPO/MSAPO Pickwick Gardens | February 5, 2014 8:00 a.m. 1:00 p.m. | Ed Trimis , 818.951.5400 or etrimis@lausd.net Juanita White-Holloman , 323.227.4400 or jdw9998@lausd.net |
| CalSTRS Pre-Retirement Workshop at Caroldale Avenue ES (Auditorium) | February 5, 2014 4:00 – 5:30 p.m. | Maria Voigt , 213.241.6365 |
| AAALA Representative Assembly Meeting at AALA Offices | February 6, 2014 4:30 p.m. | Gema Pivaral , 213.484.2226 or gpivaral@aala.us |
| Academic Decathlon Awards Ceremony at Hollywood High School | February 7, 2014 | Cliff Ker , 213.241.3503 or cliff.ker@lausd.net |
| Autonomy Models Introductory Session at Beaudry, 19th Floor, Room 123 | February 10, 2014 | Eduardo Solorzano , 213.241.8700 or eduardo.solorzano@lausd.net |
| Administrative Interest Groups Meeting at AALA Offices | February 11, 2014 | Gema Pivaral , 213.484.2226, gpivaral@aala.us |
| Autonomy Models Introductory Session at Vista MS (Multipurpose Room) | February 13, 2014 | Eduardo Solorzano , 213.241.8700 or eduardo.solorzano@lausd.net |
| EAPO Meeting | February 14, 2014 1:00 p.m. | Sylvester Harris , 323.264.6953 or sylvester.harris@lausd.net |
| EPO Meeting | February 14, 2014 | Ron Tanimura , 310.547.2471 or rht0055@lausd.net |

WANT TO GET THE WORD OUT?

Individuals, businesses or organizations that wish to communicate with AALA members may do so by placing an ad/announcement in the *Update*. All ads/announcements must receive the approval of **Dr. Judith Perez**, AALA President, and be deemed appropriate for members. The price to run an ad is \$80 for one week; \$140 for two weeks; and \$180 for three weeks. Fees for ads are payable to Friends of AALA and help support our scholarship and awards program.



School Leadership Program
California State University
DOMINGUEZ HILLS

MASTER SCHEDULE INSTITUTE

In a collaborative effort, **CSUDH, LACOE, LAUSD and AALA** invite you to take part in a professional development opportunity, **The Master Schedule Institute—Spring 2014**. You will learn how to build a master program specifically designed for high school or middle school under the direction of an experienced school administrator and mentor. The live, interactive online training sessions are held on Wednesdays from 5:00 p.m. to 8:00 p.m. beginning February 12, 2014. Submit your application no later than Tuesday, February 4, 2014. The cost is \$490 and categorical funds may be used. For an application, go to https://www.surveymonkey.com/s/MSI_Application. To view the informational flyer, click [HERE](#).

Questions? Contact: **Judy Radeke** or **Donna Alderman** at 310.243.3524

**FIELDING GRADUATE UNIVERSITY
PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL (PASC)**

District principals are encouraged to invite their teachers, who have administrative potential, to attend an information session with **Dr. Teresa Marquez-Lopez** and **Elisabeth Douglass** to learn about the Preliminary Administrative Services Credential (PASC) program and Master of Arts in Collaborative Educational leadership designed specifically for LAUSD educators. Information sessions will be held at the San Antonio Winery. To view flyer, click [HERE](#) or contact Dr. Teresa Marquez-Lopez, Associate Dean, at 951.288.9849 or e-mail teresaml@fielding.edu for more information.

INFORMATION SESSIONS

San Antonio Winery
737 Lamar Street
Los Angeles, CA 90031
323.223.1401

Wednesday, January 22, 2014, 4:00 p.m.
Wednesday, February 5, 2014, 4:00 p.m.
Wednesday, February 19, 2014, 4:00 p.m.
Tuesday, March 4, 2014, 4:00 p.m.

POSITIONS AVAILABLE



Note to Applicants: Please be advised that you are responsible for making sure all the District requirements have been met. Do not contact AALA for information regarding positions; for detailed requirements for positions and employment updates use the contact phone number provided in the announcement or visit the District website at http://teachinla.com/admin_vacancies/ (certificated) or <http://www.lausdjobs.org> (classified). Employees who change basis during the school year may not earn a full year of service credit and annualized employees who change their basis during the year may sustain an annualized settlement.

CERTIFICATED

ELEMENTARY PRINCIPAL

Hughes Elementary School, ESC South, MST 43G, E Basis. For information and application procedures please contact **Ruben Valles**, Instructional Director, at 310.354.3400. Application deadline is 5:00 p.m., Friday, January 24, 2014.

Napa Street Elementary School, ESC North, MST 41G, E Basis. For information and application procedures please contact **Angela Hewett-Bloch**, Instructional Director, at 818.654.3600. Application deadline is 5:00 p.m., Friday, January 31, 2014.

Queen Anne Elementary School, ESC West, MST 41G, E Basis. For information and application procedures please contact **Judy Utvich**, Instructional Director, at 310.914.2107. Application deadline is 5:00 p.m., Friday, January 31, 2014.

San Pedro Elementary School, ESC East, MST 42G, E Basis. For information and application procedures please contact **Maria S. Martinez**, Instructional Director, at 323.224.3100. Application deadline is 5:00 p.m., Thursday, January 30, 2014.

Wonderland Avenue Elementary School, ESC West, MST 41G, E Basis. For information and application procedures please contact **Autri Streeck**, Instructional Director, at 310.914.2100. Application deadline is 5:00 p.m., Friday, January 31, 2014.

INSTRUCTIONAL SPECIALIST

32nd Street USC Magnet, ESC West, MST 40G, Temporary Adviser, B Basis. For information and application procedures please contact **Dr. Felipe Velez**, Instructional Director, at 310.914.2100. Application deadline is 5:00 p.m., Friday, January 24, 2014.

SPECIALIST, SCHOOL IMPROVEMENT GRANT (SIG) TEAM (TWO POSITIONS)

Office of Curriculum, Instruction and School Support (OCISS), MST 38G, Temporary Adviser, B Basis. For information and application procedures please contact **Nader Delnavaz**, Director, at 213.241.0357. Application deadline is 5:00 p.m., Wednesday, January 29, 2014.

PREVIOUSLY ANNOUNCED POSITIONS

| CERTIFICATED POSITIONS | LOCATION | CONTACT | DEADLINE |
|--|--|--|---|
| <i>DEPUTY SUPERINTENDENT OF INSTRUCTION</i> \$250,000, A Basis | Office of Curriculum, Instruction and School Support | Please visit http://teachinla.com/admin_vacancies/ . | <u>OPEN UNTIL FILLED</u> |
| <i>INSTRUCTIONAL SPECIALIST</i> MST 40G, B Basis | Roybal Learning Center, ISIC | Mark Sims , Instructional Director, 213.718.6748 or mark.sims@lausd.net | <u>EXTENDED</u> 5:00 p.m. Tuesday January 21, 2014 |
| <i>INSTRUCTIONAL SPECIALIST</i> MST 40G, B Basis | Sun Valley Magnet School, ISIC | Chieko Rupp , Instructional Director, 213.241.0100 | <u>EXTENDED</u> 12:00 p.m. Friday January 17, 2014 |
| <i>SECONDARY PRINCIPAL</i> MST 45G, E Basis | Carnegie MS, ESC South | Terry Ball , Instructional Director, 310.354.3400 | 5:00 p.m. Wednesday January 22, 2014 |
| <i>SPECIALIST</i> MST 38G, B Basis | Compliance Support and Monitoring, Division of Special Education | Beth Kauffman , Director, 213.241.6701 | Wednesday January 22, 2014 |
| <i>RECRUITMENT SPECIALIST</i> MST 37G, A Basis | Human Resources Division | Derek Ramage , Director, 213.241.4669 | 5:00 p.m. Wednesday January 22, 2014 |
| <i>SECONDARY COORDINATOR</i> MST 43G, A Basis | Administrator Development Branch, Talent Management Division | Michele Shannon , Interim Administrator, 213.241.6608 or AdminDevelopment@lausd.net | 5:00 p.m. Monday January 27, 2014 |
| <i>INSTRUCTIONAL AREA SUPERINTENDENT</i> \$155,261 - \$171,239 | ESC North | Please visit http://teachinla.com/admin_vacancies/ . | Friday January 31, 2014 |
| <i>SPECIALIST, ENGLISH LEARNER INSTRUCTION, SECONDARY</i> MST 38G, E Basis (2 positions) | Office of Curriculum, Instruction and School Support | Please visit http://teachinla.com/admin_vacancies/ . | Friday January 31, 2014 |
| CLASSIFIED POSITIONS | LOCATION | CONTACT | DEADLINE |
| <i>DEPUTY DIRECTOR OF LEGISLATIVE AFFAIRS & GOVERNMENT RELATIONS</i> \$109,960 - \$137,490, A Basis | Office of Government Relations (position is based in Sacramento) | Please click HERE . | <u>OPEN UNTIL FILLED</u> |
| <i>IT PROJECTS MANAGER</i> \$76,100 - \$94,700, 10-, 11- and 12-month positions | Information Technology Division | Please click HERE . | Monday January 20, 2014 |