

Office Employs Three Part-Time Workers

Since detail jobs are piling up in the office and school, Principal M. W. Weaver thinks it best to hire someone to help him in his many clerical duties so that he will have an opportunity to do some things he, as a principal, should do.

Alice Ferrell, a 1949 graduate of Bailey, plans to work in the office through the winter months. Bringing past records up to date, assisting the teachers with the accumulative folders, and typing monthly reports are some of Alice's duties. Mr. Weaver plans to give Alice further training in office work.

SENIORS HELP

In the mornings Gordon Bissette, senior, sells supplies from the book room. This assistance gives Mr. Weaver a chance to check in-coming and out-going busses.

Mavis Perry, senior, works in the office the last period of each day, doing any job she is asked to do. Mostly she copies reports and writes cards to the parents reporting the days their children are absent from school.

For clerical help the county allots \$15 per month to each school. Other money used to pay Alice, Gordon, and Mavis will come from extra supply money, school-sponsored programs, sale of pictures, and other miscellaneous items.

Principal Weaver's assistants receive fifty cents per hour.

Bk.keeping Class Begins Work on Dean Practice Sets

To gain experience in keeping books for a business, the bookkeeping class is beginning the Dean Practice Set, which covers a complete fiscal period of three months.

This project has all the

necessary books that a bookkeeper might need-- ledgers, journals, check-books, and a file.

Three weeks is the approximate time it will require to complete this business cycle.



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