BATTEY BUGLE, BATLEY, NORTH CAROLINA, DECEMBER 1950 Bage 18 OfficeEmploys Three Bk.keepingClassBeginsWork on Dean Practice Sets

Part-Time Workers Since detail jobs are pilness, ing up in the office and school, Principal M. W. Dean Practice Set, which Weaver thinks it best to covers a complete fiscal hire someone to help him many clerical his period of three months. duties so that he will This project has all the have an opportunity to do some things he, as a prin-

in

cipal, should do. a 1949 Alice Ferrell, 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 This room. assistance gives Mr. Weaver a chance to check in-coming and outgoing 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.

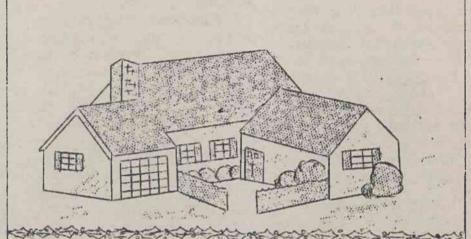
For clerical help the county allots \$15 per to each school. month Other money used to pay Alice, Gordon, and Mavis will come from extra supply money, school-sponosored programs, sale of pictures, and other miscellaneous items.

Principal Weaver's assistants receive cents per hour. fifty

To gain experience in necessary books that a bookkeeper might need-keeping books for a busithe bookkeeping ledgers, journals, checkclass is beginning the books, and a file.

Three weeks is the approximate time it will recomplete this auire to business cycle.

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