



Dorothy Tharp, Carrie Kohrmann, Margie Schamer, Marie Tepe and Gwen Smith.

BARBARA CARUSO



Office Force

FIRST ROW: Carol Knies, Carolyn Brockhuis, Jean Hare. SECOND ROW: Dorothea Lemkee, Beth Lovett, C. Lucas. THIRD ROW: Cheryl Bonnell, Livia Kalejs, Judy Roth. FOURTH ROW: Margaret Rutledge, Harriet Gelke, Carol Wind. FIFTH ROW: Shirley Buop, Judy Gallagher, Margaret Morgestern, Kathy Podlipec. SIXTH ROW: Ed Weber, Phil McNeal.



School could not continue without the help of the secretarial staff. The secretaries are kept busy with all of the written material necessary to keep the school running smoothly.

Mrs. Dorothy Tharp is the receptionist in the outer office. Her duties include distributing mail, making out transcripts, handling telephone calls, and keeping the time clock.

In Mr. Sutton's office, we find two busy ladies, Miss Carrie Kohrmann and Mrs. Marie Tepe. Although Miss Kohrmann's main job is being Mr. Sutton's secretary, she also types and distributes the bulletins each morning. Mrs. Tepe is in charge of other general office work.

Moving on to Mr. Ayer's office, we find Mrs. Gwen Smith. Her most important task is recording senior high attendance. In addition to this, she does the regular secretary's work for Mr. Ayer.

Miss Margie Schamer is the secretary for Mr. Owens. She enrolls junior high students and sets up their programs.

The office of the treasurer is one of great importance. Mrs. Barbara Caruso, who is new this year, is in charge of all the school accounts. Her job includes taking care of money from the bookstores, lunchroom, and savings stamps, and recording the amount of money put in the safe by each school organization.