



Nancy Taylor  
Business Office

# Support Staff Spotlight

NAME: Nancy Taylor

POSITION: Payroll Officer

Department: Business Office

YEARS IN DISTRICT: 5 years

Q. What is your role in the Business Office?

A. While my primary responsibility is payroll & benefits, it is the “other duties as assigned” or in this case “volunteered for” that often provides a fun challenge.

Q. Why did you volunteer to establish an online payment program for student fees?

A. I enjoy working with numbers and looking at data and I like finding ways in which that information can be used to support the school community. When the Business Office received the go ahead to implement a new district-wide receipting system (InTouch), we saw this as an opportunity to embrace all capabilities the software offered, including online payments (Touchbase).

While this was “canned” software, there was quite a bit of set up, clean up and configuration to implement. It was well worth the time since we knew what the end product would produce. We have received positive feedback from our parent community who like the convenience of paying from home for student fees.

Q. Why was it important to have the support of staff with this project?

A. Having worked in a high school for many years, I know how my eyes would roll when I heard the Business Office had something new for us to do. I really appreciate how great our building secretaries have been through this transition. Too often they are the staff most impacted by changes. In this case I think they would agree the change has been a good one!

There are still some function areas to implement. Due to time constraints with September payroll, some things had to be put aside for the time being. Thankfully everyone received their September pay check. I plan to spend a few days taking care of a neglected hobby farm before working on the next phase of InTouch!

Over



NOTES: Business Office Team - Pat Johnston, Judy Gwinn, Susie Golden, Anna Slot, DeeDee Delaney, Elaine Bluhm, Nancy Taylor, and Tami Tucker

# Highlights Nancy Taylor

Nancy Taylor started in the district as the Substitute Coordinator.

Nancy says she enjoys her job and our staff.

Nancy works closely with WESPac Coordinator Heidi Wi-ese. They regularly share information via the Skyward student records system.

