



School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, Wisconsin 54235

STEP HANDBOOK

Return to:
STEP Coordinator
School District of Sturgeon
Bay Office
1230 Michigan Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2800
Fax: (920) 746-3888

Welcome to School District of Sturgeon Bay's Senior Tax Exchange Program (STEP). We are very proud of this program and hope you will enjoy your association with the Sturgeon Bay Schools.

HISTORY

The Senior Tax Exchange Program is a result of Board of Education interest in involving senior citizens in our school district. STEP was approved by the Board of Education on August 18, 2004. The STEP program is based on the Kaukauna program. Kaukauna's School Board won The American School Board Journal's National Magna Award in 1997 for Kaukauna's STEP program. The award goes to school boards "taking bold, creative steps to advance student learning."

The program in the School District of Sturgeon Bay was implemented September 2004. It allows senior citizens, 62 years of age and older, whose primary residences are in the District and who pay property tax on these residences, to work in the District in exchange for property tax credit. Pay is \$7.25 per hour. Two (but not more than two) eligible residents of the same property may share work to meet the \$565 maximum amount for each primary residence, but combined pay cannot exceed \$565. This \$565 amounts to a maximum of 78-work hours/household.

The School District of Sturgeon Bay administrative team developed the philosophy of this program. District Administrator, Dan Tjernagel, coordinates the administration of the program.

GUIDELINES AND PROCEDURES

A variety of guidelines and procedures govern the work of the school district, some of which are described in this handbook. A full set of district guidelines and procedures is available at every site in the district.

WHO TO CALL

The STEP Coordinator, Dan Tjernagel, may be reached with STEP concerns by calling the District Office at 746-2801.