

STEP

SENIOR TAX EXCHANGE PROGRAM

A PROGRAM OF THE MINERAL POINT SCHOOL DISTRICT
705 Ross Street, Mineral Point, WI 53565



Earn money toward your property taxes while helping Mineral Point students succeed!

A program for community members over age 55.

STEP

SENIOR TAX EXCHANGE PROGRAM



The Senior Tax Exchange Program (STEP) was established by the Mineral Point School District to increase volunteering of senior citizens in the school. Qualifying senior citizens will receive a small stipend to be used to help reduce their property tax bill. The emphasis of the STEP volunteer program is to provide direct help in the instructional areas of reading and math, although other opportunities exist for volunteering.



ELIGIBILITY

- Age 55 or older
- Primary residence in the Mineral Point School District & pays property taxes to the district.
- Annual family income as defined by last years Federal Income Tax Form 1040A, Line 21, of less than \$70,000.

PROCEDURES

- STEP volunteers will be recruited via news release, notices and word of mouth.
- Interested senior citizens will fill out an application.
- An interview will be conducted by an administrator.
- If a match is made the STEP volunteer and principal, or designated staff, determine when the STEP volunteer will begin work.
- Each year all existing STEP volunteers and new volunteers must be interviewed. Current STEP volunteers are not guaranteed a position the next year.

Senior Tax Exchange Program

Program

The Senior Tax Exchange Program (STEP) was established by the Mineral Point School District in 2014 to increase volunteering of senior citizens in the schools. Qualifying senior citizens will receive a small stipend to be used to help reduce their property tax bill. The emphasis of the STEP volunteer program is to provide direct help in the instructional areas of reading and math, although other opportunities exist for volunteering.

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3. Annual family income as defined by last years Federal Income Tax Form 1040A, Line 21, of less than \$70,000.

Reimbursement

1. Payment of \$6.50 per hour.
2. Maximum of 66 hours per calendar year.
3. Payment of \$6.50 per hour times 66 hours will be \$429.00, which is the largest amount an individual can make before being subject to Social Security taxes.
Please note that any amount you earn is still considered taxable income.
4. Compensation is a two-party check to the individual and the municipality they live in.
5. Before payment, a minimum of 20 volunteer hours is required.
6. Reimbursement will occur the last week of December for all work completed in the calendar year that is 20 hours or more.

Timesheets

1. Timesheets are stored at the Mineral Point School District office.
2. Each STEP volunteer is responsible to turn in his/her timesheet at the District Office.
3. The STEP volunteer is encouraged to make a copy of the time sheet.

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5. Each year all existing STEP volunteers and new volunteers must be interviewed.
Current STEP volunteers are not guaranteed a position the next year.
6. Each year all new STEP volunteers will receive training at the beginning of the school year through the Schools Of Hope program.

STATEMENT OF NONDISCRIMINATION

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur.

Senior
Tax
Exchange
Program

Return to: Angela Schubert
Mineral Point School District
Business Office
705 Ross Street
Mineral Point, WI 53565
Email: angie.schubert@mp.k12.wi.us

(For office use only)

Notes:

Site/staff member/times:

Name: _____ D.O.B. _____ Date: _____

Phone: _____ E-mail address: _____

Present Street Address: _____

City: _____ State: _____ Zip: _____

In case of emergency contact: _____ Phone: _____

REFERENCES: Please list three personal or professional references.

NAME	ADDRESS	POSITION	PHONE

EDUCATION:

Name and Location of School

Dates of Attendance

High School		
Vocational		
Other		

Do you fulfill STEP eligibility requirements: age 55 or over, earn less than \$70,000, own primary residence in the Mineral Point School District (MPSD)? Yes No

Do you currently volunteer in the Mineral Point School District? Yes No

My signature below certifies that the above information and attachments are true and accurate to the best of my knowledge. I understand that employment depends upon a suitable position being available and that a specific assignment can be made only after an interview with appropriate staff.

Signature of
Applicant

My career/work experience:

I am available (Check all that apply):

MONTHS:

September October November December January February March April May

DAYS:

Monday Tuesday Wednesday Thursday Friday

TIMES:

Morning Afternoon Evening

School(s) where I would be willing to work (check all that apply):

- Elementary (K4 thru 5th grade)
MP Middle School (Grades 6 - 8)
MP High School (Grades 9 - 12)

Look over the areas listed below and **check** those in which you can be of assistance:

- Computers
- Math
- Reading
- Spelling
- Science
- Business/Marketing
- Family and Consumer Education
- Keyboarding
- Writing
- Art
- Physical Education
- Technical Education
- Foreign Language
- Social Studies
- English as a Second Language
- Sharing Job Skills
- Mock Interviewing Students
- Gardening

Special Education:

- Reinforce concepts
- Help develop motor skills

Other:

- Landscaping
- Woodworking/Construction
- Office/Clerical
- Ushering Music/Drama Events
- Sewing
- Nurse
- Other

Please explain why you want to work in the Mineral Point School District: (If you need more space, attach another sheet.)

To: School Volunteers

Re: Criminal Background Checks

Enclosed is a copy of Mineral Point Unified School District policy on school volunteers. Volunteers are subject to a criminal background check. This practice will help ensure the safety of every student in the district.

Please complete the form on the back. You will notice there is a section to disclose details if you have had a conviction. If you feel uncomfortable disclosing any information, please contact Angela Schubert at 608-987-0740. All information disclosed is kept strictly confidential and a determination will be made on an individual basis.

Failure to disclose any convictions we find during the background check may result in denial of your volunteer status.

Please read the fine print on the form before you sign and date. The completed form must be returned to Angela Schubert in the District Office. When the background check is complete and satisfactory, you will receive a letter stating your approval status. The background check will be effective for three years.

Daily badges will now be located at the individual schools and will be distributed when you check in. Badges should be returned at the end of the day as part of signing out.

If you have any questions or concerns, please feel free to contact the District Office at 608-987-0740.

Thank you

Wisconsin Criminal History Request

Name: _____
Last
First
Middle

Maiden Name (Other Names Used): _____

Social Security Number: _____ Date of Birth: _____

Sex: ____ Race: ____ Phone Number: _____ E-mail Address: _____

Have you ever been convicted* of a crime or do you presently have any pending charges other than minor traffic violations? (Please circle one) NO YES
 If you circled YES, please fill in the information below.

*CONVICTION means the final judgment of a verdict or a finding of guilty, a plea of guilty or a plea of no contest, in any state or federal court of jurisdiction in a criminal case, regardless of whether an appeal is pending or could be filed. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

Conviction Charge	Date of Conviction	Charge
City, State	Sentence	Remarks

Conviction Charge	Date of Conviction	Charge
City, State	Sentence	Remarks

I understand and agree that:

- The Mineral Point Unified School District will conduct a criminal background investigation.
- Until that investigation is completed and reviewed, I am a conditional volunteer.
- All information given by me in this disclosure is true and correct without omissions of any kind.
- The district shall not be held liable in any respect if my volunteer status is terminated because of false statements or omissions made by me in this disclosure statement. Any omissions or false statements made by me in this disclosure, no matter when discovered, may be grounds for termination of my volunteer status.
- I will not hold the Mineral Point Unified School District or its representative liable for any damage, which may result from the furnishing and receiving of this information.

 Signature

 Date

Address
City
State/Zip

The Board encourages the use of volunteers in and out of the classroom and citizens' participation on committees. The District Administrator shall develop and implement a process so that interested and qualified community members are screened and deployed in order to best enhance student learning.

Purpose:

1. Supplement the work of classroom teachers, upon their request, under the supervision and with the approval of school administration.
2. Enable the teacher to increase individualized instruction in the classroom.
3. Provide enrichment experiences to supplement the educational program.
4. Extend teacher effectiveness by relieving them of non-teaching duties.
5. Meet special school needs.
6. Promote better school-community relations by enhancing community understanding.

Selection:

On its website, the district shall keep a current list of volunteer opportunities and an online form for potential volunteers to submit. Building principals are responsible for ensuring the online list is current. Teachers with the approval of the Principal may select volunteers. Volunteers are subject to a criminal background check.

Supervision/Evaluation:

The teacher and/or the principals will conduct supervision of volunteers. Volunteers may be dismissed at the District Administrator's discretion. Reports from the principal on the effectiveness of the volunteer program will be made available as requested by the superintendent/designee.

General Duties and Expectations

1. Assist teachers with tutorial functions.
2. Supervise students when assigned under the direct supervision of a teacher or designated employee.
3. Participate in any orientation activities scheduled by the teacher and/or principal.
4. Provide community education services including, but not limited to, supervision of students, coaching, refereeing, teaching, committee work, and special programs.
5. Abide by all school rules and regulations including those regarding the maintenance and confidentiality of information heard or seen while working at school.
6. Parents planning to bring pre-school children with them when they volunteer need to discuss this issue with the classroom teacher and the principal.

General Duties and Expectations (con't)

7. Volunteers may not necessarily be assigned to work in their own child's classroom. Assignment will depend upon needs.

8. Perform other duties as assigned.

Recognition

The Board shall make appropriate recognition of volunteer services annually.

Liability

All volunteers will be covered under the district's liability insurance policy while performing services authorized by the district.

Adopted: October 1975 Revised: May 1986 May 1995

August 2000, May 2013