

Penn Yan Central School District

Substitute calling procedures for:

Teachers, teaching assistants, teacher aides, clerical, library clerks, nurses, librarians

******* Effective 9/8/09 *******

PYMS and PYA Substitutes Calling

Substitute calling is staffed at PYA on school days from 5:30 a.m. until 7:30 a.m. by Deb McElwee

Phone: 536-4355, or extension 4029

E-mail: dmcelwee@pycsd.org

Substitute phone line and E-mail are available 7 days a week, 24 hours/day

Do not call Deb, Sheryl, Sue, or Cheryl at Home

During the course of the school day if you become ill or require an emergency substitute please follow the procedures below:

PYMS Procedure

Call or contact; Sue Hampton, Jen Alessi or Cheryl Orr to request a Substitute during school hours.

Sue Hampton Ext. 5001

Cheryl Orr Ext. 5000

Jen Alessi Ext. 5003

SUB PLANS PYMS

PYMS: Fax: (315) 279-1242

E-mail: shampton@pycsd.org **AND** cherylorr@pycsd.org **AND** jalessi@pycsd.org

PYA Procedure

Call or contact; Deb McElwee, Sheryl Parkhurst or April Sutherland to request a Substitute during school hours.

Deb McElwee Ext. 4029

Sheryl Parkhurst Ext. 4003

April Sutherland Ext. 4002

SUB PLANS PYA

PYA: Fax: (315) 536-0341

E-mail: dmcelwee@pycsd.org **AND** sparkhurst@pycsd.org **AND** asutherland@pycsd.org

Deb McElwee will schedule substitutes for conference days, staff development, visitations, and planning meetings. Please confirm with Deb McElwee that subs have been arranged at least 2 days in advance

For CSE meetings, it is the teacher's responsibility to contact the Main Office in your building to arrange coverage. PYE: Dianne Fingar; PYMS: Sue Hampton; PYA: Sheryl Parkhurst

Please keep in mind, we will try to honor requests for substitutes; however, there are times when we will not be able to honor requests. Administration or Secretarial Staff may change substitute assignments on days when it is difficult to fill positions. (Arrange all Subs through Deb McElwee)

PYE Substitutes Calling

Substitute calling is staffed at PYE on school days from 7:00 a.m. by Sandy Banas

Phone: 536-3346 Ext. 3172
available 7 days a week, 24 hours per day
e-mail: sbanas@pycsd.org

Do not call Sandy, Dianne or Gail at home

All conference requests, personal days, pre-known sick days, and CSE meeting requests will be handled by Dianne Fingar.

Dianne Fingar Ext. 3170 e-mail: dfingar@pycsd.org

Unexpected sick day – calls will be made to the PYE main office to Sandy Banas. Calls should be made as close to 7AM as possible.

Sandy Banas Ext. 3172 e-mail: sbanas@pycsd.org

Any e-mails for days off should be sent to Dianne, Sandy, **AND Gail.**

Sandy Banas	E-mail: sbanas@pycsd.org
Dianne Fingar	E-mail: dfingar@pycsd.org
Gail Owen	E-mail: gowen@pycsd.org

SUB PLANS PYE

Fax or e-mail sub plans directly to building

Fax: (315) 536-4354

E-mail: sbanas@pycsd.org **AND** dfingar@pycsd.org **AND** gowen@pycsd.org

Please keep in mind, we will try to honor requests for substitutes; however, there are times when we will not be able to honor requests. Administration may change substitute assignments on days when it is difficult to fill positions. Substitutes may be asked to cover a class during your planning time.

Dianne Fingar will schedule substitutes for conference days, staff development, visitations, and planning meetings. You do not need to contact them for a substitute when you will be out of your classroom for these reasons.

For CSE meetings, it is the teacher's responsibility to contact the Main Office in your building to arrange coverage. PYE: Dianne Fingar.