



P.O. Box 219, 11868 ACADEMY STREET, CHAUMONT, NY 13622

Phone: 315-649-2417 ♦ Fax: 315-649-2663 ♦ Website: www.lymecsd.org

PATRICIA GIBBONS, SUPERINTENDENT

2023-2024

District-wide Quick Reference Guide

Patricia Gibbons, Superintendent

Emergency Dial 911 or 911 Non-Emergency Line (315-786-2601)

1. Lyme Central School, 11868 Academy St., Chaumont, NY 13622

Building Name	Main Phone Number	Building contact name	Office/Cell Number	Number of students	Number of Students w/Special Needs	Number of Staff	Number of busses needed	Number of wheelchair busses needed
Lyme Central School	315-649-2417	Principal, Chris Marshall	315-649-2417 Opt. 0	327 – on site 8 - OOD	78 - CSE 2 – CPSE, on site	73	7	0
PreK-12 Bldg.		Curriculum & Data Coordinator, Deborah Wilkinson	315-649-2417 Opt. 0					
		Superintendent, Patricia Gibbons	315-649-2417 Opt. 7					
		District Clerk, Sherri Wilson	315-649-2417 Opt. 7					
		Business Official/Treasurer, Ariana Morrison	315-649-2417 Opt. 6					

Phone Numbers:

Senior Building Mechanics: Todd LaSage (315) 778- 4159

Superintendent: Patricia Gibbons (315) 649-2417 opt. 7

Principal: Christopher Marshall (315) 649-2417 opt. 0

Curriculum & Data Coordinator: Deborah Wilkinson (315) 649-2417 opt. 0

Transportation: Jacob Phelps (315) 649-2723

County Services (as needed)

PREPARING TODAY'S STUDENTS TO BE TOMORROW'S CITIZENS

Board of Education

Mrs. Deanna Lothrop, President

Mr. Ray McIntosh

Mr. Darrell DeMotta

Mrs. Kathy Gardner, Vice President

Ms. Lynn Reichert

Mrs. Sherri Wilson, Clerk

Mrs. Shauna Dupee

Mr. Jon LaFontaine



2. Possible recommended actions

- a. Obtain information from Building Level contact
- b. Maintain/Assume IC command and determine if further action needs to be taken
- c. If other buildings are affected notify those buildings – N/A
- d. Notify BOCES District Superintendent, Steven Todd, (315-779-7100)
- e. Notify CSE Chairperson, Stacey Linkroum, (315-649-2417)
- f. If appropriate, notify people with parental relation and significant others
- g. Determine if there is a need for information to be shared publicly

3. Emergency Alert/Evacuation

Follow SHELL procedures (Shelter-in-Place, Hold-in-Place, Evacuation, Lockout, and Lockdown)

4. Emergency Operations – Pandemic (Health Hazard & Threat Specific)

Procedures intended to mitigate the spread of a pandemic disease and reduce impact to school and surrounding communities. Detailed plan can be found on the District website at the following link:

<https://sites.google.com/lymecsd.org/lcsreopeningportal/home>

Contacts: Justine Dowe, RN (see below)

Jefferson County Public Health (315-786-3770)

5. Key Personnel (District Emergency Response Team)

Contact Name	Position	Office	Cell
Patricia Gibbons	Superintendent	315-649-2417 opt. 7	315-767-9175
Christopher Marshall	Principal/AD	315-649-2417 opt. 0	315-408-2492
Deborah Wilkinson	Curriculum/Data Coord.	315-649-2417 opt. 0	315-767-0059
Tiffany LaVancha	Guidance Counselor	315-649-2417	607-745-4631
Stacey Linkroum	School Psychologist	315-649-2417	315-286-8656
Justine Dowe	School Nurse	315-649-2417 opt. 3	315-777-3917
Todd LaSage	Senior Bldg. Mechanic	315-649-2417 opt. 5	315-778-4159