

At the **Lyme Central School District**, we are here to help! In the interest of promoting effective communication and timely resolutions, we have developed a **Chain of Command** checklist outlining the personnel most closely responsible for assisting with questions and/or concerns. When calling our District regarding a question or concern, you will be asked if you have contacted our staff member(s) noted below. If you have done so, and did not receive a timely response or resolution, then you may proceed by asking for the next contact (listed below).

2023-2024 CHAIN of COMMAND CONTACT INFORMATION

QUESTION/CONCERN REGARDING:	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6
ACADEMICS	Teacher	School Counselor	Principal	Curriculum & Data Coordinator	Superintendent	BOE
SCHEDULES	Teacher	Guidance Counselor	Principal	Curriculum & Data Coordinator	Superintendent	BOE
CURRICULUM	Teacher	Principal	Curriculum & Data Coordinator	Superintendent	BOE	
BEHAVIOR/DISCIPLINE	Teacher	Principal	Curriculum & Data Coordinator	Superintendent	BOE	
CLASSROOM PROCEDURES	Teacher	Principal	Curriculum & Data Coordinator	Superintendent	BOE	
SPECIAL EDUCATION	Teacher	Curriculum & Data Coordinator	School Psychologist	Principal	Superintendent	BOE
BUDGET	Business Official	Superintendent	BOE			
HEALTH/MEDICAL	School Nurse	Principal	Curriculum & Data Coordinator	Superintendent		
CAFETERIA	Cafeteria Manager	Principal	Curriculum & Data Coordinator	Superintendent	BOE	
ATHLETICS	Coach	AD/Principal	Superintendent	BOE		
EXTRA-CURRICULAR	Club Advisor/ Comptroller	Principal	Curriculum & Data Coordinator	Superintendent	BOE	
TRANSPORTATION	Bus Driver	Head Automotive Mechanic	Principal	Superintendent	BOE	
FACILITIES BUILDINGS & GROUNDS	Senior Building Maintenance/ Mechanic	Curriculum & Data Coordinator	Principal	Superintendent	BOE	
BUILDING USE	Principal	Superintendent	Curriculum & Data Coordinator	BOE		
BOE POLICIES	Principal	District Clerk	Superintendent	BOE		
SCHOOL TAXES	Tax Collector	Business Official	Superintendent			
EMOTIONAL/ BEHAVIORAL HEALTH	School Psychologist	School Counselor	PIVOT Counselor	Curriculum & Data Coordinator	Principal	Superintendent
TECHNOLOGY	Tech. Supervisor	Principal				
SAFETY AND SECURITY	Superintendent	Curriculum & Data Coordinator	Principal	SSO/Building Mechanic	BOE	

2023-2024 CHAIN OF COMMAND PERSONNEL

NAME	TITLE	PHONE #
Ms. Patricia Gibbons	Superintendent	315-649-2417 Ext. 7 (C) 315-767-9175
Mrs. Emily Burkner	Principal/Athletic Director	315-649-2417 Ext. 0
Mrs. Deborah Wilkinson	Curriculum & Data Coordinator	315-649-2417 Ext. 0
Miss Tiffany LaVancha	Guidance Counselor	315-649-2417 Ext. 2
Mrs. Stacey Linkroum	School Psychologist	315-649-2417 Ext. 8
Mrs. Sherri Wilson	District Clerk	315-649-2417 Ext. 7
Mrs. Ariana Morrison	Business Official/Treasurer	315-649-2417 Ext. 6
Ms. Jennifer Bray	Account Clerk/Tax Collector	315-649-2417 Ext. 6
Mrs. Justine Dowe	School Nurse	315-649-2417 Ext. 3
Mrs. Maureen Benz	Cafeteria Director	315-649-2417 Ext. 4
Mr. Todd LaSage	Senior Building Mechanic	315-649-2417 Ext. 5
Mr. Jacob Phelps	Head Automotive Mechanic	315-649-2723 Ext. 0 (C) 315-286-0607
Mr. Michael Gebo	Tech Supervisor	315-649-2417 Ext.0
Mr. Bill Rafferty	School Safety Officer	315-649-2417 Ext. 0