

# Cambridgeport Parent Teacher Organization

June 5, 2025 | Zoom & Room 201 at C'Port  
Agenda & Meeting Minutes

## In Person AND via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/87509936030>

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## Draft Agenda

Inviting input! Please comment and/or email [officers@cambridgeportpto.org](mailto:officers@cambridgeportpto.org)

8:20 am	<b>Introductions Before Meeting Starts</b>	10 min
8:20 am	<b>CALL TO ORDER</b> <ul style="list-style-type: none"><li>• Vote to approve <a href="#">prior meeting minutes</a></li><li>• Review agenda and invite additions</li></ul>	5 min
8:25 am	<b>Events to Discuss</b> <ul style="list-style-type: none"><li>• Spring Fling debrief</li><li>• Lemonade Stand @ Inman Eats debrief</li><li>• Portfolio Days</li><li>• Popsicle Party</li><li>• Summer Meet-Ups</li></ul>	20 min
8:40 am	<b>Elections</b> <ol style="list-style-type: none"><li>1. Roll Call of Meeting Participants</li><li>2. Overview of Positions: President, Treasurer, Secretary</li><li>3. Distribute &amp; Collect Ballots with Names of Received Nominations</li><li>4. Tally &amp; Verify Votes</li><li>5. Share Results with Nominees &amp; Announce To Community</li></ol>	20 min
9:15 am	<b>Status Updates, as relevant</b> <ul style="list-style-type: none"><li>• Hannan Family Farm Collaboration</li><li>• Room Parents for Fall 2025</li></ul>	10 min
9:20	<b>ADJOURN</b>	

## Sign-Up Reminders

### Calendar RSS feeds

- [C'Port Calendar](#)
- [CPS District Calendar](#)
- [CPTO Calendar](#)

### Email Groups

- [CPTO Mailing List](#)
- [CPTO Interest Sign-Up](#)
- [CPS Parents email group](#) (select "Apply for membership")

# Attendees

- Kelly Sherman, CPTO President
- Caroline Williams, CPTO Co-Treasurer
- Matt Wiacek, CPTO Co-Treasurer
- Andrew Hall, CPTO Secretary
- Erin Mahoney, CPTO Classroom Parent Coordinator
- Rebecca Sama, CPTO Communications Coordinator
- Lauren
- Becky
- Julia
- Ginger
- Genteen Jean-Michel, Cambridgeport School Principal\*

## Overview of CPTO Officers & Leaders

### 2024-2025 CPTO Officers

- Kelly Sherman, CPTO President
- Caroline Williams, CPTO Co-Treasurer
- Matt Wiacek, CPTO Co-Treasurer
- Andrew Hall, CPTO Secretary
- Rebecca Sama, CPTO Communications Coordinator
- Erin Mahoney, CPTO Classroom Parent Coordinator

### 2024-2025 Key Community Members

- Genteen Jean-Michel, Cambridgeport School Principal\*
- Kristen Emack, Cambridgeport School Family Liaison\*

\*Employee of Cambridgeport School and/or City of Cambridge

# Meeting Minutes

Item Discussed	Actions/Next Steps
<b>Call to Order</b> <ul style="list-style-type: none"> <li>Approved minutes</li> </ul>	
<b>Events to Discuss</b> <ul style="list-style-type: none"> <li>Spring Fling Debrief           <ul style="list-style-type: none"> <li>Kudos to Caroline for running it well.</li> <li>Spring Fling broke about even. Roughly 1k in, 1k out.</li> <li>The weekend was busy scheduling-wise – should we think about early May in the future, especially given that it’s happening at the school partially indoors..</li> <li>There were 8 baskets this year               <ul style="list-style-type: none"> <li>Squishmallow worked well, Trader Joe’s basket was easy.</li> <li>Erin: some classes were disappointed to not do a basket. Maybe make it more clearly an option next year.</li> <li>Maybe 1 per grade next year.</li> <li>Idea: have the room parent appreciation event before Spring Fling, so we are able to be clear about baskets there.</li> <li>Or have a meeting early in the year to make things like baskets, teacher appreciation, etc. clearer.</li> </ul> </li> <li>Summing up - Possibly shift the date of Spring Fling next year, and communicate with Room Parents earlier.</li> </ul> </li> <li>Lemonade Stand at Inman Eats Debrief           <ul style="list-style-type: none"> <li>\$170 (tips) + \$750 (east cambridge assoc).</li> </ul> </li> <li>Overall for the year, money-wise we’re about even compared to last year           <ul style="list-style-type: none"> <li>More fundraising from events and grants... less fundraising from direct donations.</li> </ul> </li> <li>Some fundraising discussions.           <ul style="list-style-type: none"> <li>Matt: keeping in mind matching donations from workplaces.</li> <li>Kelly: Could we approach individuals who have donated significantly in the past - doing our homework, making clear what the need is, and what’s reasonable.</li> <li>Rebecca: Folks donate when things are specific.</li> <li>Let’s have more fundraising discussions over the summer. Mojie, Ginger, can arrange an open meeting about it.</li> </ul> </li> <li>Portfolio Days</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange an open meeting about fundraising (Ginger, Mojie)</li> <li><input type="checkbox"/> Talk at portfolio days (Matt, Kelly)</li> <li><input type="checkbox"/> Coordinate popsicle party last day (Ginger)</li> <li><input type="checkbox"/> Plan summer meet up for new families early August (Erin)</li> </ul>

- Let's talk about PTO at the start of each session.
  - Kelly available on Wednesday.
  - Matt could talk on Tuesday.
- Popsicle Party
  - Ginger can help organize it.
  - Some question about after school being able to attend, (-does afterschool happen on the last day?)
  - Advertise, get some posters up around the school.
- Summer Meet-Ups
  - Erin did them for incoming families the past couple years.
  - July was not particularly well attended, August a bit better.
  - Maybe just do one on an early Sunday in August would be ideal.

## Elections

- Who's interested in roles?
  - President
    - Ginger is willing to take the role on.
    - Unanimous vote for Ginger Rockett as President.
  - Treasurer
    - Caroline and Matt as Co-Treasurers
    - Unanimous vote for Caroline Williams and Matt Wiacek as Co-Treasurers.
  - Secretary
    - Andy is happy to continue in the role.
    - Unanimous vote for Andy Hall as Secretary.
  - Sorting some other roles
    - Communication Lead
      - Rebecca Sama
    - Co-Room Parent Leads
      - Erin Mahony and Becky Andersen.
    - Tech consultant
      - Julia Sharpe.

## Wrapping Up

- Time is short, so Kelly suggests arranging a separate meeting for reflections from this year, and plans for next year.
- Rebecca will create an email of reflections from the activities this year.
  - Still include a call to action for Hannan Farm.

- ☐ Arrange a meeting for reflections (Kelly)
- ☐ Send out an end of year email about PTO this year (Rebecca)