

Portland Custodians' Civil Service Board  
Established 1937  
August 27, 2024  
Board Minutes Summary

The Official Minutes of the Portland Public Schools Custodian Civil Service Board are Sound Recordings of the Meetings. The following is a summary of the August 27, 2024 meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on August 27, 2024, via Google Meet. Mr. Frank Leavitt and Ms. Roshni Sabedra hosted the meeting remotely from their offices in the Blanchard Education Service Center, 501 N Dixon Street, Portland, Oregon. CCSB Board Chair Brian Caufield, Board Member Paul Hathaway, and Board Secretary Jo McClain were also in attendance via Google Meet.

The meeting was called to order at 4:02 p.m.

## **OLD BUSINESS**

### **1. Approval of Proposed Minutes of August 14, 2024**

Mr. Caufield moved to approve the minutes of the August 14 meeting as read. Mr. Hathaway approved and seconded the motion.

### **2. Approval of Hiring List**

Mr. Leavitt for PPS reported that there had been 10 applicants, 8 who took the test, 2 who were interviewed, and one candidate on the hiring list. Statistics he provided earlier showed the average test score was 100%, the average interview score was 65.2% and the overall average was 82.6%. Mr. Caufield confirmed that the Board's Rule and Regulations were followed, and the list was approved by motion of Mr. Hathaway.

### **3. Relevant Updates if any**

Mr. Leavitt noted that PPS typically sees a downturn of applicants in the summer, which tends to pickup in the fall, especially since new wages that started in July. He also noted that PPS has a new marketing and recruiting staff member. He said that are currently 16 vacancies.

With the update of the law which removes the test portion of the assessment, PPS is trying to ensure the interview is more "robust". Hopefully at the next meeting PPS will have an update with the new rewrite of Chapter 3. In response to a question from Mr. Hathaway, the test portion of the application procedure is being removed because PPS believes it created a barrier to employment since English is often not an applicant's first language. He explained that the interview process give PPS an opportunity to asses the English ability of the

candidate. He also noted that the skills required for an entry entry level position can be learned on the job rather than be knowledge required to do well on a test .

The next meeting was set per the two week schedule for September 10. The meeting was adjourned at 4:08.

Jo McClain  
CCSB Secretary