

Portland Custodians' Civil Service Board  
Established 1937  
October 8, 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 October 08, 2024 meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on October 08, 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 Mr. Paul Hathaway, and Board Secretary Jo McClain were also in attendance.

The meeting was called to order at 4:04 p.m.

## **OLD BUSINESS**

### **1. Approval of Proposed Minutes of September 24, 2024**

Mr. Caufield moved to approve the minutes of the September 24 meeting as read. Mr. Hathaway approved and seconded the motion.

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

Mr. Leavitt for PPS reported that there had been 7 applicants, 2 who took the test, 3 who were interviewed (including one candidate from a prior testing). 2 candidates were on the hiring list. The average test score was 89.3%, the average interview score was 75.6% and the overall average was 82.4%. Mr. Caufield confirmed that the Board's Rule and Regulations were followed, and the list was approved by motion of Mr. Hathaway.

### **3. Rule Three Changes**

Mr. Leavitt circulated a copy of the revised Chapter 3, bringing them in alignment with the legislative updates. The language of the new rules refers to an "assessment", and the examination will no longer be used. Candidates will be assessment by the interview committee, and not – to paraphrase Mr. Leavitt – through a "multiple guess" format. The Board will review the update prior to the next meeting. Once approved, there is a 10-day waiting period before the rules become effective.

Mr. Hathaway said that he had approached several people concerning a position on the board, and is waiting on responses.

The next meeting was set per the two week schedule for October 22, 2024. The meeting was adjourned at 4:11.

Jo McClain  
CCSB Secretary