

Portland Custodians' Civil Service Board
Established 1937
May 10, 2022
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 May 10, 2022, meeting.

A special meeting of the Portland Public Schools Custodian Civil Service Board was held on May 10, 2022, via Google Meet. Mr. Frank Leavitt attended in person from his office at the Blanchard Education Service Center, 501 N Dixon Street, Portland, Oregon. CCSB Chair Brian Caufield, Board Member Laird Cusack, and Board Secretary Jo McClain attended by Google-Meet. The presiding officer of the meeting was Brian Caufield.

Mr. Frank Leavitt noted that he and Ms. Roshni Sabedra had required attendance at a pending meeting, and requested the discussion of Rule 3 Revisions be tabled until the following scheduled meeting. That request was approved.

The meeting was called to order at 4:05 p.m.

OLD BUSINESS

1. Approval of Minutes -

The approval of outstanding minutes was tabled until further notice, but minutes will be provided at each meeting.

2. Approval of Hiring Lists

Statistics provided by Mr. Leavitt for this meeting indicated a total of 12 applicants, 10 who took the test, and 5 who were interviewed. The average test score was 92.9%, the average interview score was 76.3%, and the overall average was 84.6%. Four candidates are on the hiring list. One did not meet the minimum testing requirement of 72% overall.

Mr. Laird Cusack asked for 30 seconds on the testing requirements and the nature of interview questions. Mr. Leavitt briefly explained that a 45-question proctored test "on paper" had been revised to a 15-question test that followed the requirements of that statute and was offered via an on-line platform. The test has an initial disclaimer that the applicant is not receiving help. Then next step is interviews with HR. (Mr. Leavitt said he would be happy to provide the interview questions to the board.) At least one member of facilities and one from SEIU, and an HR representative if one is available are on the panel. All interview notes are provided to the HR representative to confirm all actions "are above board", the test scores are calculated, and ranked in order.

Mr. Cusack asked about the type of questions are asked, and Mr. Tim Curtin said the questions asked about such things as customer service, such as “tell us about a time when you exceeded a customer’s expectations. He said they also look for answers about teamwork. Mr. Caufield asked Mr. Leavitt to circulate those questions. Mr. Leavitt agreed, with the request that the questions not be circulated outside of the Board.

Board member Brian Caufield confirmed that all rules had been followed in the testing procedure, and the list was approved as presented.

Mr. Caufield asked for an update on the search for a new board member. Mr. Leavitt said PPS is continuing to put out feelers, but does not have anyone interested yet. He confirmed that information about the search for a new board member was on the website.

Ms McClain confirmed that a sample copy of the website is on the website. Mr. Caufield confirmed that a copy of the rules was also on the website. Ms. McClain said she would send out a complete copy of the rules. Ms. Sabedra said she would resend a copy of the redlined changes.

NEW BUSINESS

There being no new business, the next meeting was scheduled, on the rotating two week basis, for May 24, 2022.

The meeting was adjourned at 4:21.

Jo McClain
CCSB Secretary