

Portland Custodians' Civil Service Board  
Established 1937  
December 06, 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 December 06, 2022, meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on December 22, 2022, via Google Meet. Mr. Frank Leavitt and Ms. Roshni Sabedra co-hosted the meeting remotely from their offices in 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 via Google Meet. The presiding officer of the meeting was Brian Caufield.

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

## **OLD BUSINESS**

### **1. Approval of Proposed Minutes**

The Minutes of the last meeting (November 22, 2022) were approved as submitted.

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

Statistics provided by Mr. Leavitt for this meeting indicated a total of 11 applicants, 10 who took the test, and 7 who were interviewed. The average test score was 95.5%, the average interview score was 63%, and the overall average was 80.2%. Seven candidates were on the hiring list.

Mr. Caufield confirmed that the Board's Rule and Regulations were followed, and the list was approved.

The next scheduled meeting was discussed due to the holiday schedule. Ms. Sabedra asked about moving the next meeting to the new year, but Mr. Leavitt said he thought PPS would have a list for approval at the December 20 meeting. Mr. Caufield and Ms. McClain will be traveling, but Mr. Caufield indicated he would likely be able to attend the meeting; Ms. McClain will be out of the country.

There being no other business the meeting was adjourned at 4:11, with the next meeting scheduled as above.

Jo McClain  
CCSB Secretary