

Portland Custodians' Civil Service Board  
Established 1937  
December 5, 2023  
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 19, 2023 meeting

A meeting of the Portland Public Schools Custodian Civil Service Board was held on December 19, 2023, 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 Chair Brian Caufield, Board Member Laird Cusack, and Board Secretary Jo McClain were in attendance via Google Meet, as well as Mr. Tim Curtin from SEIU.

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

## **OLD BUSINESS**

### **1. Introduction and Welcome to Pending Board Member Paul Hathaway.**

Mr. Hathaway was unable to attend this meeting.

### **2. Approval of Proposed Minutes**

The Minutes of the December 05, 2023 meeting were approved as read.

### **3. Approval of Hiring List**

Statistics provided by Mr. Frank Leavitt included 18 applicants, 11 who took the test, 4 who were interviewed, and 4 candidates on the hiring list. The average test score was 91.1%, the average interview score was 76.1%, and the overall average was 83.6%. Mr. Caufield confirmed that the Board's Rule and Regulations were followed, and the list was approved.

### **4. Updates – Recruiting, Rule 3 Revisions**

Mr. Leavitt said he prepared the resolution for Mr. Hathaway. It will go before the school board on Tuesday, January 9. It is anticipated that he will be approved and ready to go for the January 16, meeting.

He also said he would confirm whether or not there was a need for a meeting on January 2, and let everyone know.

The next meeting was set for January 2, 2024, per the bi-weekly schedule. The meeting adjourned at 4:08.

Jo McClain  
CCSB Secretary