

Portland Custodians' Civil Service Board  
Established 1937  
July 16, 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 July 16, 2024 meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on July 16, 2024, via Google Meet. Mr. Frank Leavitt hosted the meeting remotely from his office 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 4:05 p.m.

## **OLD BUSINESS**

### **1. Approval of Proposed Minutes of June 18, 2024**

Mr. Caufield moved to approve the minutes of the June 18 meeting as read, and Mr. Hathaway seconded the motion.

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

Mr. Leavitt for PPS reported that there had been 32 applicants, 21 who took the test, 7 who were interviewed, and 6 candidates are on the hiring list. Statistics provided earlier by Mr. Leavitt indicated that the average test score was 97.6%, the average interview score was 68.4%, and the overall average was 82.65%. 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**

Discussion about rule revisions was tabled for the following meeting. Mr. Leavitt noted that several key people were absent during the summer.

The next meeting was set per the two week schedule for July 30.<sup>1</sup> The meeting was adjourned at 4:07.

Jo McClain  
CCSB Secretary

---

<sup>1</sup>This meeting time was subsequently rescheduled to one day earlier – July 29.