

Portland Custodians' Civil Service Board
Established 1937
July 1, 2025
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 1, 2025, meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on July 1, 2025, 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, Board Secretary Jo McClain, Mr. Tim Curtin, and Mr. Stetson James from SEIU were also in attendance. The meeting was called to order at 4:02 p.m.

OLD BUSINESS

1. Approval of Proposed Minutes of June 17, 2025

Board Chair Caufield moved to approve the minutes of the June 17 meeting as read. Mr. Hathaway seconded the motion and the minutes were approved.

2. Approval of Hiring List

There were 18 applicants for open positions with CCSB. Two candidates were interviewed, and one candidate was on the hiring list. After the board confirmed that their rules and regulations regarding the application procedure had been followed, Mr. Hathaway moved to approve the list, and it was so done.

3. Update on the Process for Pre-Employment Physical Assessment.

Mr. Leavitt opened a discussion about language in Chapter 3 which says PPS should do a physical assessment to determine whether a candidate can do the job they are applying for. Concern was expressed about whether simply asking the candidate that they could do the job was sufficient, and it was noted that any physical limitations would also come to light during the probationary period. Mr. Tim Curtin said one of his concerns was protecting HR against any claims of age discrimination. It was mentioned in a variety of ways that the job description is part of the interview, and that candidates are asked whether or not they can do the essential functions of the job.

Mr. Leavitt explained that for the last 18 years, PPS has been sending candidates for a climb-stoop-bend-push-pull-lift pre-employment assessment, which costs \$110 each. He noted that he can “count on one hand the number that have failed,” but the cost to PPS is in excess of \$10K a year. Mr. Leavitt said PPS would like to discontinue that particular aspect of the assessment.

There was also discussion about the specific wording of the relevant statute.¹ Mr. Hathaway noted that there might be some situations where an HR person might be making a medical related decision – or there might not be a clear-cut answer. It was reiterated that candidates are asked whether they can do the job, and whether they can will be evident quickly during the probationary period. Mr. Leavitt also explained that the process of a medical evaluation might result in some applicants not applying because transportation is an issue and the candidates would be asked to travel to the outskirts of the district. In the end, Mr. Caulfield summed up that he believed there were sufficient procedures and protections in place to warrant eliminating a medical evaluation.

4. Update re Possible New Board Member

Both Mr. Caulfield and Mr. Hathaway met with a potential candidate earlier in the day, and say they believe he would be a good fit for the board. Mr. Leavitt said his appointment, and Mr. Caulfield's confirmation to be on the board for another term will be addressed at the July 22 meeting.

5. Any other Old Business

There being no new business, the meeting was adjourned at 4:31.

¹ **ORS 242.540 - Character of assessments**

Assessments shall be practical in character and relate only to those matters that consider the relative fitness of the persons assessed to discharge the duties for the respective positions for which they are applicants. The assessments must consider professional skill, prior experience and bona fide factors that are related to the position. Nothing relating to an applicant's political or religious opinion or affiliation shall be asked or given. [Amended by 2023 c.437 §10]