

Portland Custodians' Civil Service Board
Established 1937
July 29, 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 29, 2025 meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on July 29, 2025, via Google Meet. Mr. Tim Carman, Interim Director of Facility Operations, hosted the meeting remotely from his offices in the Blanchard Education Service Center, 501 N Dixon Street, Portland, Oregon. CCSB Board Chair Brian Caufield, Board Member Mr. Paul Hathaway, and Board Secretary Jo McClain were present. Also representing PPS were Mr. Tim Carman, Mr. Chanh Nguyen, and Mr. Stetson James, as well as Mr. Tim Curtin from SEIU, and pending board member Mr. Christopher Schneider. Ms. Roshni Sabedra and Mr. Frank Leavitt could not attend due to a scheduling conflict.

After reviewing the order of the agenda and the appropriateness of tabling some of the agenda items, Mr. Caufield addressed the proposed minutes. With the caveat that the minutes be corrected to reflect that Mr. Schneider had attended the meeting via Google Meet, Mr. Caufield moved to approve the minutes of the July 15 meeting, and Mr. Hathaway seconded the motion.

2. Approval of Hiring List

Mr. Carman presented the information on the hiring list. There were 9 applicants for open positions with CCSB. Five candidates were interviewed, and 3 candidates were 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. Status of possible reconsideration of process for pre-employment 'Physical Assessment'

This item was tabled until the next meeting so that Mr. Leavitt and Ms. Sabedra could be present.

4. Update on potential new board member – Christopher Schneider

Mr. Caufield noted there is no action to be taken in this matter other than waiting for the final approval of Mr. Schneider's appointment.

5. Update on status of Frank Leavitt/Tim Carman and association with board

There was general discussion about the procedure for Mr. Carman to step into Mr. Leavitt's position. Mr. Carman confirmed that Mr. Leavitt had moved up a "couple of ranks" and that he (Carman) would be working with Ms. Sabedra, adding he would take over Mr. Leavitt's normal duties with the labor relation labor portion and CCSB. He said that Mr. Leavitt plans to attend the next meeting. The board will get from Mr Leavitt any plans about the future with the board, and if there is a need to call him, how that would occur. There be no further business, the meting was adjourned until the next regularly scheduled two-week meeting.¹

There being no other old or new business, the meeting was adjourned at 4:09 p.m.

Jo McClain
CCSB Secretary

¹The meeting, which would have been held August 12, was rescheduled to August 26 as there was no hiring list ready.