

**REQUEST FOR DISMISSAL OF OFELIA ALVAREZ, SENIOR TYPIST,  
CARPENTER SCHOOL**

**TO THE CHICAGO BOARD OF EDUCATION**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

That this Request for Dismissal and charges and specifications preferred by the Chief Executive Officer against Ofelia Alvarez be approved; that notice of her dismissal and a copy of this Board Report and accompanying charges and specifications be served upon her within ten (10) days of adoption of the Board Report.

**DESCRIPTION:**

Pursuant to Section 6 of Board Policy #95-1025-PO2 and the Rules of the Board of Education of the City of Chicago, the Chief Executive Officer charged Ofelia Alvarez, a senior typist currently assigned to the Carpenter School, 1250 West Erie Street, Chicago, Illinois 60622, with excessive absences; flagrant acts of Group 2 misconduct; use of sick leave in an unauthorized manner for purposes other than allowed under Board Rules and regulations; violation of School Rules, or Board Rules, policies or procedures which result in behaviors that seriously disrupt the orderly educational process in the classroom, in the school and may occur on or off the school grounds or assigned work location; violation of Board Rule 4-11 regarding leave of absences for educational support personnel and conduct unbecoming a Chicago Public Schools' employee.

The Chief Executive Officer hereby requests the dismissal of Ofelia Alvarez from the employ of the Chicago Board of Education. Ofelia Alvarez has been afforded a discharge hearing and the Chief Executive Officer has suspended Ofelia Alvarez without pay.

She will be dismissed from employment immediately upon service of the notice of dismissal together with a copy of this Board Report and the charges and specifications.

**LSC REVIEW:**

LSC review is not applicable to this report.

**AFFIRMATIVE  
ACTION STATUS:**

None.

**FINANCIAL:**

None.

**PERSONNEL  
IMPLICATIONS:**

There will be a vacancy in the position of senior typist at Carpenter School.

Respectfully submitted,



Arne Duncan  
Chief Executive Officer

Approved as to legal form:



Ruth M. Moscovitch  
General Counsel