

DATE: September 22, 2022

TO: All Designated Early Childhood Educators (Permanent and Occasional)

CC: Elementary Principals and Vice-Principals

FROM: Chavon Niles, Manager, Professional Development and Recruitment
Tamara DuFour, President, Hamilton-Wentworth Designated Early Childhood Educators Local

RE: **Professional Development Fund – Designated Early Childhood Educator (DECE)**

Background

This memo is to provide further information regarding local DECE professional development funds for the 2022-2023 school year. In the collective agreement between the HWDSB and the HWDECEL, Letter of Agreement #3 – RE: Professional Development Fund, HWDSB provides \$4000 annually to reimburse DECEs for professional development. Up to \$100 can be accessed per DECE each half year (September – February and February – June) until the PD funds are exhausted.

Professional Learning

Approval shall only be considered for approved registration fees on workshops, webinars, seminars, and conferences related to the Kindergarten program.

- All original receipts will be required
- Minimum approval amount \$25
- Maximum approval amount: \$100

A Prior Approval Request form must be completed and submitted by the DECE to the Manager, Professional Development and Recruitment and approved prior to incurring any costs. This form will take approximately 5 minutes to complete.

The Prior Approval Request form can be accessed here: <https://forms.office.com/r/CRQR34eH63>

Once approved, the DECE will receive an email from the Professional Development and Recruitment Department which will include an employee expense form to be completed by the DECE. Once complete, the DECE must send the expense form back to the Professional Development and Recruitment Department for payment to be processed.

Questions

Should you have any questions please contact Tamara DuFour, DECE Local President, hwdecepres@gmail.com or Professional Development and Recruitment, pd@hwdsb.on.ca