



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF HUMAN RESOURCES

September 30, 2015

TO: Complex Area Superintendents  
Principals (All)  
Teachers

FROM: Barbara A. Krieg  
Assistant Superintendent

A handwritten signature in blue ink, appearing to read "Barbara A. Krieg".

SUBJECT: **Educator Effectiveness System (EES) Clarification**

The following information is intended to provide guidance about the Individual Professional Development Plan (IPDP) since there seems to be some uncertainty about aspects of this plan as voiced by some teachers, school administrators, and other evaluators.

1. The principal/evaluator cannot specify the content nor the format of this plan. S/he can make recommendations, such as requesting the teacher include school-wide goals or use a school-designed plan; but it is up to the teacher to determine if he or she will do so or not.
2. There is no specific due date for the plan. Page 8 of the EES Manual mentions the plan "should be approved by the end of the first quarter." This reference is not intended to mandate the IPDP must be completed by the end of the first quarter. The Beginning Conference to discuss the teacher's IPDP should occur by the end of the first quarter. As best practice, it is recommended that the teacher take a draft copy of his/her IPDP to the Beginning Conference for discussion. The documentation of the conference date should be entered into PDE<sup>3</sup>. Additionally, the principal/evaluator needs to coordinate on the plan, not approve it. It is the teacher's professional responsibility to complete the plan.
3. The principal/evaluator can have school improvement activities that include the teacher's development of a plan to support this endeavor; and it may benefit a teacher to combine his/her IPDP with such activities, but the decision to do so rests solely with the teacher. These school improvement activities are not to be documented in PDE<sup>3</sup> unless they are a part of the applicable enhanced or standard evaluation track's component(s).

If there are any questions, please contact the EES Help Desk at 586-4072.

BAK:JH:sk

c: Office of Strategy, Innovation and Performance  
Complex Area EES Designees  
Hawaii State Teachers Association  
Hawaii Government Employees Association, Unit 06  
OHR Personnel Development Branch