

LAST NAME: DATTILO

TEST I: _____

FIRST NAME: JOAN

TEST II: _____

MI: F

TEST III: _____

TITLE: MS

TEST IV.I: _____

ADDRESS 1: 2628 FRANKS DR

TEST IV.II: _____

ADDRESS 2: _____

TEST V.I: _____

CITY: MADISON

TEST V.II: _____

STATE: _____ IN _____

TEST VI: _____

COUNTRY: USA

TEST VII: _____

ZIP: _____ 47250 _____

TEST VIII.I: _____

PHONE (H): _____ (812)273-3517 _____

TEST VIII.II: _____

PHONE (A): _____ (812)273-1494 _____

TEST IX: _____

REGION: 04

TEST X.I: _____

CHAPTER: MUSIC VALLEY

TEST X.II: _____

DIR/CO: _____

TOTAL: 0

ASST/ASSO: X

M/T: 0

CAND.: _____

M/C: 0

N/M: _____

CHORUS: _____

REG SCORE: _____

APPLICANT: _____ 01-91 _____

INTL SCORE: _____

APPROVED: _____

PROG RPT: _____

CERTIFIED: _____

EDUCATION EVENT: _____

MASTER: _____

17 August 1997

Shirley Hammond, President
Music Valley Chorus
5146 W. State Road 250
Madison, IN 47250

Dear Shirley,

You are aware that Joan Dattilo is currently enrolled in the Director Certification Program (DCP) and has been testing in the various areas as required. In recent changes to the program, one area that was previously accomplished by observation by a DMA representative must now be done by chorus members. Therefore, I'm forwarding to you the form which needs to be completed.

You are to select six chorus members and Joan is to select six chorus members to complete a copy of the enclosed form. Each person should complete the form privately, and the results of their evaluation should not be discussed with you, with Joan, or with any other chorus member. You will need to collect the completed forms and return them to me.

I really appreciate your help with this. Joan is progressing through the DCP testing and I know she is working hard to complete all requirements. Your support of her efforts will benefit all of you.

Sincerely,

Mary Ellen Guntzelman
DCP Coordinator #4
P. O. Box 13081
Columbus, OH 43213

Copy:
Joan Dattilo

17 August 1997

Hi Norma,

Sorry I didn't get to talk with you personally, but I trust you received my message via your answering machine. I told you there were two forms for you to complete for Joan Dattilo's evaluation for the DCP. However, after looking at them, I see that they've changed the Skill Area Evaluation for Part 10. Instead of being completed by an evaluator appointed by the DMA, it is now to be completed by chorus members. Since that's the case, I will mail Part 10 directly to them.

If you will be so kind as to complete Skill Area 1 Evaluation, Conducting Skills, I would appreciate it. I was planning to mail it to you for completion the next time you go down to visit and didn't realize that the time is now. When you've completed it, please return it to me.

Thanks for your help. I hope your "retirement" is still as enjoyable as it was the last time I talked to you. Is Bud retired yet???

Sincerely,

Mary Ellen

1 May 1997

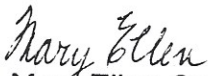
Joan Dattilo, Director
Music Valley Chorus
2628 Franks Drive
Madison, IN 47250

Dear Joan,

Enclosed is a copy of your DCP Progress Report for the 1996/97 fiscal year. These reports are forwarded to Sweet Adelines International at the end of each year for those participants who have been involved in testing during the year. It provides information concerning the test modules you have successfully completed and those remaining to be done. It looks like you're moving right along, so keep up the good work.

Let me know if you have any questions about this.

Sincerely,



Mary Ellen Guntzelman
DCP Coordinator #4

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM
PROGRESS REPORT
CONFIDENTIAL

REPORT FOR FISCAL YEAR 1995 - 1996

PARTICIPANTS NAME: Joan Datillo

CHAPTER: Music Valley

CLASSIFICATION: X DIRECTOR/CO-DIRECTOR
 ASSOCIATE/ASSISTANT DIRECTOR
 CANDIDATE DIRECTOR

DMA: Record highest score received in each skill area and the year the score was achieved. Numbers correspond to DCP form numbers.

MUSICAL/TECHNICAL SKILLS

 1. Conducting. 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions. Year of evaluation:

4 2. Analytical listening. 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production. Year of exam: 1996

 6. Judging categories. 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book. Year of exam:

 7. Vocal production. 10 points possible for all classifications. Understanding and practical application of components of good vocal skills. Year of exam:

 9. Music theory. 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures. Year of exam:

 10. Rehearsal planning and implementation. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning. Year of evaluation:

Score part 1: Score part 2:
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

 3. Organizational knowledge. 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology. Year of exam:

9.29 4. Teaching. 10 points possible for all classifications. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style. Year of evaluation: 96

Score part 1: 9.29 Score part 2:
Enter total score above.

 5. Management. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Selecting, training, utilizing musical leaders; working with chapter administration. Year of evaluation: 96

Score part 1: 4.62 Score part 2:
Enter total score above.

9.2 8. Communication. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others. Year of evaluation: 95/96

Score part 1: 4.7 Score part 2: 4.5
Enter total score above.

Total score received in Musical/Technical Skills areas: 4Total score received in Management/Communications Skills areas: 9.2Total scores received in all skill areas: 13.2Scores required

Approved Director:

Combined scores of at least 50 points in all ten skill areas.

Certified Director:

Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in Musical Technical Skills areas, and at least 26 points in Management/Communications areas.

DMA: List attendance at regional or WW director education training sessions or an international chorus director's seminar in the last 12 months.

COMMENTS BY DMA:

Status: Applicant as of date: _____

Advanced to Approved status by DMA on date: _____

Recommended for Certified status on date: _____

Reaffirmed at current status on date: _____

SIGNED: Mary Ellen Guntzleman, DCP Coord #4
Director of Musical ActivitiesDATE: 4-23-96

Distribution: DCP Participant
International Headquarters
DMA

FOR OFFICE USE ONLY:

Approval Date: _____

18 July 1996

Shirley Hammond, President
Music Valley Chorus
5146 W. State Road 250
Madison, IN 47250

Dear Shirley,

Several months ago you were asked to have chorus members complete evaluation forms concerning Joan Dattilo's Communications Skills. This was done to meet requirements related to her participation in the Director Certification Program (DCP). There are two additional evaluations that are required and Joan has asked that we forward them to you for completion. These evaluations relate to her Management Skills and her Training Skills.

The evaluations are to be completed by six Board Members selected by you, the Chapter President, and six Chorus Members selected by Joan. The completed forms should be returned to me. You will note on the forms that information which is provided by chorus members is confidential and is not to be discussed with the President, the participant or other chorus members.

Joan is working very hard to improve her directing skills and knowledge of the barbershop craft. We appreciate your support of her efforts. Please let me know if you have any questions.

Sincerely,

Mary Ellen

Mary Ellen Gunzelman
DCP Coordinator #4
P. O. Box 13081
Columbus, OH 43213

cc: Joan Dattilo

21 November 1995

Shirley Hammond, President
Music Valley Chorus
5146 W., State Road 250
Madison, IN 47250

Dear Shirley,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adelines Chorus Directors. Ed Fairchild and Joan Dattilo of your chorus are both enrolled in this program.

One step of the program requires that the communication skills of Director and Assistant Director DCP participants be evaluated by the chorus. These evaluations are to be completed by six board members selected by the chorus President and six members selected by the DCP participant. Enclosed are the forms to be used for this purpose. Completed forms should be returned to me.

We appreciate Ed's and Joan's participation in the DCP and your support of them in this effort. Please let me know if you have any questions.

Sincerely,

Mary Ellen
Mary Ellen Guntzelman
DCP Coordinator
P. O. Box 13081
Columbus, OH 43213

cc:
Ed Fairchild
Joan Dattilo

January 16, 1991

M E M O

TO: Suzanne Harding, DMA #4

FROM: Barbara Dymond-Moore, Music Services Director

Barbara
kh

RE: Director Certification Program

The member listed below has enrolled in the Director Certification Program as an Asst.-Director Participant:

Joan Dattilo
Music Valley Chorus
2628 Franks Drive
Madison, IN 47250
(812) 273-3517 (H)
(812) 273-1494 (O)

Enclosed is a complete set of the blank tests and other forms which will be required as the participant proceeds through the program. Please make arrangements, as necessary, for administering tests and/or evaluations to this participant. You will also want to make certain the participant is notified whenever any training or classes for directors are being held.

If the participant's classification changes, please notify the Music Services Department at International Headquarters.

BDM:kh

Enclosures

cc: Karen Williams, Regent #4

DIRECTOR CERTIFICATION PROGRAM

SELF-EVALUATION

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS: Please complete this form and forward it to your DMA. You may retain a copy for your personal files, if you so desire.

NAME Joan Dattilo CHAPTER Music Valley REGION 4
ADDRESS 2628 Franks Dr. PHONE (812) 273-3517 DATE 2-3-91
Madison, IN 47250 (812) 273-1494

Currently serving as: Sweet Adeline chorus director _____
assistant/associate director X section leader _____ other _____

Using a numerical rating from 1-5 (1=low; 5=high), rate your level of proficiency in each of the following skill areas:

2 I. CONDUCTING SKILLS

Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

2 II. ANALYTICAL LISTENING SKILLS

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

2 III. ORGANIZATIONAL KNOWLEDGE

Knowledge of International and regional structure, including appointees, elected officials, committees and their duties; includes understanding of organizational philosophy, policies, and terminology.

2 IV. TEACHING SKILLS

Includes style of presentation and methods of teaching music, vocal skills, section unity, and barbershop style.

2 V. MANAGEMENT SKILLS

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

PARTICIPANT'S NAME Joan Dattilo

1 VI. KNOWLEDGE OF THE JUDGING CATEGORIES

Includes knowledge and application of the four judging categories as outlined in the Judging Category Description Book.

2 VII. VOCAL PRODUCTION KNOWLEDGE

Includes understanding and practical application of the components of good vocal skills.

3 VIII. COMMUNICATION SKILLS

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

2+ IX. KNOWLEDGE OF MUSIC THEORY

Includes understanding of music notation, key signatures, time signatures, intervals, and chord structures.

2+ X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS

Includes understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

COMMENTS:

my musical background, until 3 years ago, included 8 years of piano lessons and 13 years of playing clarinet in school & college bands.

The only singing I had done prior to joining the chorus was congregational singing in church. Anything I know about singing and vocal production must be credited to Myra Bizak, my chorus director.

I have much to learn and am looking forward to increasing my musical knowledge through the help program so I can be an asset to the chorus and to Myra.