



Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

July 22, 2006

Suzanne Frank  
158 Winston Ave  
Lexington, KY 40505

Dear Suzanne,

Enclosed is your progress report for DCP module testing completed so far. The progress report indicates the scores you received on the modules completed and the modules yet to complete. The only module you have to complete is #1, Conducting. This is an evaluation that needs to be completed by a member of the music staff or a person approved by Lynn Hartmuth, Education Coordinator. Please contact Lynn or me to make arrangements for your conducting evaluation.

I look forward to working with you to attain your goal of Certified Director. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 2005 - 2006

**CONFIDENTIAL**

DCP Member's Name Suzanne Frank Region # 4  
Chorus Name Song of the Bluegrass

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**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.

Date of evaluation:                     

7.0 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.

Date of evaluation: 11/11/05

8.0 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: 11/20/06

8.0 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 11/11/05

9.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11/11/05

       10. **Rehearsal Planning & 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.

Date of evaluation: 11/11/05

Score Part 1:        Score Part 2: 4.5

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

6.0 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 11/20/06

       4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:                     

Score Part 1:        Score Part 2: 1.9

(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. **Do not total both scores.**

       5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 11/11/05

Score Part 1:        Score Part 2: 2.5

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

       8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 11/11/05

Score Part 1:        Score Part 2: 5.0

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.



### SCORE AND ADVANCEMENT REQUIREMENTS

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- 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, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

37.1

Total score received in musical/technical skills

13.5

Total score received in management/communication skills

50.6

Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. **Please give specific dates for each training session:**

Regional Winter Meeting 1/05, 1/06  
Chorus retreat & coach 3/05, Leaders Retreat 5/05, Summer Camp 7/05  
1EA 7/05

COMMENTS BY DCP COORDINATOR:

### STATUS

11/21/05

Date applied to DCP

Date advanced to Approved Director

Date recommended to Certified Director

Date recommended to Master Director

1/29/06

Date reaffirmed at current status

Date: 1/29/06

Signed: [Signature]

DCP Coordinator

Region # 4

cc: DCP Participant  
Music Services Department  
DCP Coordinator

### FOR OFFICE USE ONLY

Date verified classification:

Chapter #

DCP Member

Chapter President

Address

Address





Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

January 30, 2006

Suzanne Frank  
158 Winston Ave  
Lexington, KY 40505

Dear Suzanne,

Enclosed is your progress report for DCP module testing completed at Winter Warmup 2006. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Module #1, Conducting, is an evaluation of your conducting skills by a member of the regional music team. Part 1 of modules 4, 5, 8 and 10 are evaluations completed by members of your chorus. Let me know when you would like these evaluations completed and I will send copies to your chorus president or team manager for distribution.

I look forward to working with you to attain your goals. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

A handwritten signature in cursive script, appearing to read "Rita".

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file

April 10, 2006

Ms. Suzanne L Frank  
158 Winston Ave  
Lexington, KY 40505

Dear Suzanne:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

**Musical/Technical**

Conducting  
Analytical Listening  
Judging Categories & Competition  
Vocal Production  
Music Theory  
Rehearsal Planning and Implementation

**Management/Communication**

Organizational Knowledge & Director  
Teaching  
Management  
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it to the Directors Certification Program Coordinator in your region. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Wanda Hartman  
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED # 4  
Rita Tucker, DCPC # 4

Subj: **Directors' Certification**  
Date: 12/5/2005 9:14:51 AM Eastern Standard Time  
From: [Suzannelex](#)  
To: [Ritatuck](#)  
CC: [HARTMUTH1](#), [rzhagy@yahoo.com](mailto:rzhagy@yahoo.com)

Dear Rita,

Thank you for your letter and copy of DCP Progress Report.

I would like to make an appointment to continue testing for the DCP sometime during Winter Warmup in January 2006. When would be best for you?

Also, could you update the section listing attendance at regional/worldwide director education training sessions during the last 12 months? You noted my attendance at the Directors' Workshop in November 2005, but please add:

1. Winter Warmup - January 2005
2. Chorus Retreat - March 2005 with Lynn Hartmuth
3. Leaders' Retreat - May 2005
4. Summer Camp - July 2005
5. IEA - July 2005

Thank you.

Yours in harmony,  
Suzanne L. Frank  
Song of the Bluegrass



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 200 5 - 200 6

**CONFIDENTIAL**

DCP Member's Name SUZANNE FRANK Region # 4  
Chorus Name Song of the Bluegrass

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**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.

Date of evaluation:                                 

7.0 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.

Date of evaluation: 11-11-05

       6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam:                                 

8.0 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 11-11-05

9.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11-11-05

       10. **Rehearsal Planning & 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.

Date of evaluation: 11-11-05

Score Part 1:        Score Part 2: 4.5

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

       3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam:                                 

       4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:                                 

Score Part 1:                  Score Part 2:                   
(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. **Do not total both scores.**

       5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 11-11-05

Score Part 1:                  Score Part 2: 2.5  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

       8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 11-11-05

Score Part 1:                  Score Part 2: 5.0  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.



### SCORE AND ADVANCEMENT REQUIREMENTS

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- 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, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

24.6 Total score received in musical/technical skills

7.5 Total score received in management/communication skills

32.1 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region director seminar 11/05

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

### STATUS

\_\_\_\_\_ Date applied to DCP

\_\_\_\_\_ Date advanced to Approved Director

\_\_\_\_\_ Date recommended to Certified Director

\_\_\_\_\_ Date recommended to Master Director

\_\_\_\_\_ Date reaffirmed at current status

Date: 11-13-05

Signed: Lita A. Jackson

DCP Coordinator

Region # 4

cc: DCP Participant  
Music Services Department  
DCP Coordinator

### FOR OFFICE USE ONLY

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_

DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_





Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

November 27, 2005

Suzanne Frank  
158 Winston Ave  
Lexington, KY 40505

Dear Suzanne,

Enclosed is your progress report for DCP module testing completed at Director's Retreat in November. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Once I receive notification of your application acceptance from International Headquarters, I will forward the progress report to them.

I look forward to working with you to attain your goal of Certified Director. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
Zoe Hagy, Director Coordinator  
file



# Song of the Bluegrass

Lexington Chapter of Sweet Adelines International

April 3, 2006

**DIRECTOR**

Suzanne L. Frank  
158 Winston Ave.  
Lexington, KY 40505  
(859) 299-5859

**PRESIDENT**

Sue Murphy  
1940 Hammonds Creek Rd.  
Lawrenceburg, KY 40342  
(502) 839-3159

**VICE-PRESIDENT**

Sara Helregel  
3509 Cornwall Dr.  
Lexington, KY 40503  
(859) 223-1539

**SECRETARY**

Gail Austin-Ellman  
441 New Oxford Rd.  
Georgetown, KY 40324  
(502) 868-6002

**TREASURER**

Sue Herald  
3577 Forest Spring Court  
Lexington, KY 40509  
(859) 263-0702

**MEMBERSHIP CHAIR**

Kris McDougall  
395 Redding Rd. #203  
Lexington, KY 40517  
(859) 272-9766

**BOARD MEMBERS**

Elizabeth Douglas  
2228 Azalea Drive  
Lexington, KY 40504

Ruth Heimbarg  
848 Kingsway Dr.  
Versailles, KY 40383

Janet Hall  
491 Carr Ct.  
Lexington, KY 40505  
(859) 299-7439

Joan Taylor  
120 Derby Dr.  
Nicholasville, KY 40356  
(859) 858-3134

Ms. Rita Tucker  
DCP Coordinator  
62832 Range Road  
Lore City, OH 43725

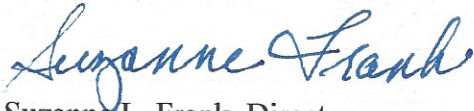
Dear Miss Rita,

RE: Self-Evaluation Form

I was reviewing my correspondence and just noticed that I have not sent you your copy of the completed form (attached). I am so sorry. As you can see, as requested, the original went in January to Lynn Hartmuth, ED Coordinator. I surely hope this does not cause any problems.

Please let me know if anything else is needed.

Thank you,



Suzanne L. Frank, Director  
SONG OF THE BLUEGRASS

Attachment