



**TOWN OF SMYRNA
SISTER CITY COMMITTEE
AGENDA
February 3, 2026
Town Hall
5:30 PM**



1. Public Comment

Note: The Town's Public Comment Period shall be reserved for those citizens that have signed up to address the Town Council, or a Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town's Public Comment Policy as outlined above.

2. Call to Order

3. Approval or Correction of Minutes

- a. January 6th, 2026 regular meeting

4. Financial Status

- a. January Statement '26

5. Zama Communications

6. Unfinished Business

- a. Updated Bylaws
- b. Updated Medical Form
- c. Chili Supper
- d. Monthly Newsletter Update

7. New Business

- a. New Student Application

8. Other

9. Adjournment

Sister City Committee
Minutes of Meeting
January 6th, 2026

Public Comment

The Town's Public Comment Period shall be reserved for those citizens that have signed up to address a Board or Committee, at least twenty-four (24) hours in advance of the meeting, pursuant to the Town's Public Comment Policy. Speakers are limited to three (3) minutes. Additional comments may be submitted in writing.

1. Call the Meeting to Order

Marc called the meeting to order at 5:30p.m. The following were present:

Marc Michaelson
Shelby Sallee
Fran Dunne
Melody Villalobos
Bobbie Ibarra
Amy Wise
Natalie Schuette

Not Present:

Gerry Short

2. Approval of November 4th, 2025 Minutes

Fran pointed out an error on the November 4th, 2025 minutes. Under section 7. New Business A. adding a 3 to 501c.

Amy made a motion to approve the minutes as written. The motion was seconded by Bobbie and passed unanimously.

3. Financial Status

- The monthly reconciliation for November/December '25 was reviewed with a balance of \$88,129.39

5. Zama Communications

- Marc discussed the zoom meeting with Zama on Dec. 15th. The committee discussed with Zama the resolution with Student BS. Marc discussed with the committee how the virtual meeting went with Zama and gave updates, as well as discussed the explosion of student BS with their parents and the reasons why Student BS was expelled. Some members of the committee got Christmas Cards.
- There will be another Zoom Meeting held on January 12th at 6pm with Zama.

6. Unfinished Business

- a. Update on Bylaw Amendment Recommendation: Lisa will reach out to Ben to get the updated version of the ByLaw Changes so the committee can vote on changes.
- b. Update on Application Process: The committee discussed adding changes to the Medical Information and Lisa will circle back to Ben to discuss changes that the committee are wanting to change.
- c. Shelby discussed with the committee different questions she is wanting to add to the interview process that the student will go through when they apply. Discussed adding to the interview process a grading scale on how each student answers the question. The committee discussed having a two step interview process with having a student interview at the home with 2-3 committee members present. The committee also discussed an at home checklist of things the committee wants to see at the home.
- d. The committee designated Greg, Shelby and Natalie to revamp the student application and interview process.

7. New Business

- a. Discussion on Partnership with Smyrna Library: Bobbie discussed with the committee about the Smyrna Library having a partnership with Sister City to have a welcome hosting event or games to have while students are here. There could also be language tutoring and multiple other programs to help both students. Bobbie will reach back out to say that the committee is wanting to have a partnership with the library.
- b. Marc discussed with the committee getting the kids together for a Zoom meeting with the students and the students in Zama on February 21st @ 7pm.
- c. Chili supper: Fran discussed with the committee dates for the Chili supper; discussed doing the chili supper on March 14th with the Silent Auction. The committee will reach out to the students to have them mark their calendars. Shelby will update the date on the flyers and social media marketing.
- d. Fran suggested having the worlds finest chocolate be disrupted during the Chili supper to the students. Fran will be purchasing this from Gordons soon.

8. Other

- The next meeting will be held on February 3rd.

9. Adjournment

With no further business before the committee, a motion was made to adjourn by Fran and seconded by Bobbie at 6:33p.m.

BY-LAWS
TOWN OF SMYRNA SISTER CITY RELATIONS COMMITTEE

ARTICLE I: NAME

The name of this organization shall be the Sister City Relations Committee of Smyrna, Tennessee as authorized by Title 2, Chapter 5, of the Town of Smyrna Municipal Code.

ARTICLE II: PURPOSE

The purpose of this organization is educational, charitable and for economic development. The organization's objectives are:

(a) To cause the citizens of the Town of Smyrna, Tennessee and the citizens of similar cities of foreign nations to acquire a consciousness of each other, and to understand one another as individuals, as members of their community, as citizens of their country and as part of the family of nations.

(b) To foster as a consequence of such knowledge and consciousness a continuing relationship of mutual concern between the citizens of the Town of Smyrna, Tennessee and the citizens of similar cities of other nations.

(c) To undertake both in seeing and in consequence of such consciousness and concern any activities and programs as will provide to one another appropriate aid and comfort, education and mutual understanding.

(d) To participate as an organization in the promoting, fostering and publicizing of local, state and national programs of international municipal cooperation organizations, and thereby to encourage other organizations and residents of American communities to engage and participate in such programs, to foster and promote friendly relations and mutual understanding between peoples of American communities and people of friendly nations outside the United States of America, and to act as a coordinating body, committee, or agency among those organizations, groups and individuals desiring to engage and engaging in the activities of such international municipal corporate organizations.

ARTICLE III: ORGANIZATION

Section 1. The Town of Smyrna Municipal Code, Title 2, Chapter 5, as the same may be amended or replaced, shall outline the manner, number and qualifications of the Sister City Committee. The ordinance shall also set the terms of the Sister City Committee. There shall be an appointed council member who shall be the Chairman. The town designee shall serve as the secretary. The Committee shall elect a Vice Chairman from among the appointed members at least once a year or more often if a member resigns or is no longer serving in one of the aforementioned positions. Said election shall occur in April of each year. The Chairman shall preside at all meetings and in his/her absence, the Vice Chairman. The Secretary is responsible to keep the minutes of each meeting. The minutes will be given to the Town Clerk or his/her

designee who shall be appointed to assist the Committee. The Town Clerk or his/her designee shall attend all board meetings but not vote and will provide monthly financial reports to be included in the minutes.

Section 2. Committees may be appointed by the Chairman as necessary to effect the necessary functions of the organization.

ARTICLE IV: MEETINGS

Section 1. Meetings will be held monthly at a regularly scheduled time. Notice of said meetings shall be published in a paper of general circulation by the Town Clerk. Meetings shall be held at Town Hall except for special event meetings.

Section 2. All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE V: ACTIVITIES

Section 1. Activities undertaken by the Sister City Committee are not limited to but may include:

- (a) Student exchange visits to and from Zama, Japan.
- (b) Fundraising efforts.
- (c) Economic development missions.
- (d) Educational and cultural activities.
- (e) Any other activities that supports the purpose of and is approved by the Sister City Committee.

ARTICLE VI: HOST FAMILY AND CHAPERONE CRITERIA AND SELECTION

Section 1. Chaperones shall be selected from a pool of applicants with preference given to Sister City Committee members, parents of participants or past program participants or Town of Smyrna employees. Any remaining vacancies may be considered from citizens of Smyrna who have ongoing involvement with youth in formal or non-formal settings such as schools, churches and civic organizations.

Section 2. Chaperone applicants shall submit to a background check conducted by the Smyrna Police Department. Applicants shall be disqualified for any incident(s) resulting in convictions of a felony for a crime against another person.

Section 3. Chaperones shall be a minimum of twenty seven (27) ~~30~~ years old. A maximum age will not be established, but consideration will be given to the applicant's physical ability to adequately carry out the responsibilities of chaperone.

Section 4. Chaperones shall attend and assist in orientation and educational programs during exchanges. Chaperones shall participate in all fund-raising activities.

Section 5. Any person over the age of 18 living in the home of a Host Family at the time of a student exchange visit is required to submit to a background check through the Town of Smyrna.

ARTICLE VII: FUNDING

Section 1. The Smyrna Charity Assistance Fund Board subcommittee known as the “Sister City Funding Sub-Committee” shall exercise exclusive control over the management and distribution of all funds donated specifically for the benefit of the Sister City Program.

Section 2. The sub-committee shall authorize and direct the disbursement of funds donated specifically for the benefit of the Sister City Program. The sub-committee shall have no authority over other Charity Assistance Funds. All donations shall be marked and clearly denoted as funds for the Smyrna Sister City Program. The Director of Finance shall segregate the monies collected by the sub-committee to be segregated from those of the Charity Assistance Fund and will further provide a monthly accounting of such funds to the subcommittee’s Chairman.

Section 3. The sub-committee shall consist of five (5) individuals who shall be members of by virtue of their position with the Town of Smyrna and their membership shall cease upon leaving their position:

- (i) They Mayor of the Town of Smyrna, or his/her designee;
- (ii) The Town Manager of the Town of Smyrna, and his/her designee;
- (iii) One (1) member of the Town Council, appointed by majority vote of the Town Council, who shall serve a term of two (2) years;
- (iv) One (1) Citizen member, appointed by majority vote of the Town Council, who shall serve a term of two (2) years;
- (v) The Director of Finance for the Town of Smyrna, or his/her designee.

Section 4. Officers: Each July the sub-committee shall select from its membership a Chairman and Vice-Chairman of the Charity Assistance Fund Board. The Town Manager shall designate a staff member to serve as Secretary of the subcommittee whose duties shall be the same as those assigned to the Secretary of the Charity Assistance Fund Board.

ARTICLE VIII: REPORTS

An end of the year activities summary report will be submitted each year to the Town Council ~~in~~ March by October 31st. This report will include but is not limited to:

- (a) Activities during the previous year.
- (b) The number of visitors from other countries.
- (c) A summary of the Student Exchange Program.
- (d) Funding requests of the Town of Smyrna.

ARTICLE IX: ADMINISTRATION

All records shall be maintained by the Town Clerk.

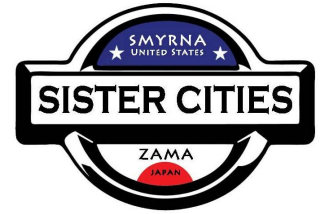
ARTICLE X: AMENDMENTS

Section 1. These by-laws may be altered or amended by a two-thirds vote of the entire Sister City Committee. Any member of the Sister City Committee may offer an amendment or alteration. The Committee must be advised 14 days in advance before a vote is held on the proposed amendment or revision. Voting will follow Robert's Rules of Order. Said amendment, if passed must be approved by the Town Council.

Adopted this _____ day of _____, 20____.



Town of Smyrna Sister City Committee
Zama, Japan Student Exchange
Student Application



Date: __/__/__

Student Name: _____

Student DOB: _____

Medical Information — it is very important that the adults who accompany your child on this trip are prepared for health issues that might arise when your child is away from home. Please include psychological as well as physical diagnoses. This information will be accessible only to authorized representatives of the Town of Smyrna, and all applicable Federal, State, and local privacy laws — including HIPAA — will be strictly observed.

Does your child have any medical problems?

None Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)

Does your child have any diagnosed emotional, behavioral or mental health conditions or are they currently receiving mental healthcare services?

None Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)

Please list any prescription medication, vitamins or other supplements your child currently takes?

None Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)

Does your child have any allergies to medications, foods, insects or otherwise?

None Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)

Please indicate if your child has any difficulties or special considerations related to air travel (e.g., anxiety, motion sickness, sensory sensitivities).	<input type="checkbox"/> None <input type="checkbox"/> Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)
Does or has your child ever used an EpiPen, inhaler or other prescription medicine device?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)
Does your child have any dietary restrictions?	<input type="checkbox"/> None <input type="checkbox"/> Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)
Swimming ability	<input type="checkbox"/> Non-swimmer/poor <input type="checkbox"/> beginner <input type="checkbox"/> intermediate <input type="checkbox"/> advanced
Please indicate if your child has any medical, physical, psychological, or other conditions that may require accommodations or special consideration.	<input type="checkbox"/> None <input type="checkbox"/> Yes (If you checked "Yes" please explain below, or use a separate sheet if you need more room.)

By signing below, I, _____ [printed name of parent/guardian], attest that I have completed this form accurately and completely, and that I have read, understood, and have had the opportunity to ask questions. I also understand that it is my responsibility to update the Town with any updates or changes to my child's medical condition between the completion of this form and the start of the trip.

Parent/Guardian signature _____

Date: _____

Attendance

View Charts By Period Day

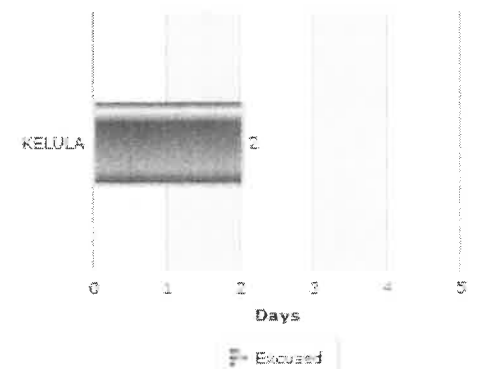
Today's Attendance: Thu Jan 8, 2026

No Absences or Tardies were recorded for KELULA.

KELULA (Central Magnet)

Date	Attendance	Period	Class
Thu Dec 11, 2025	EXCUSED ABSENCE (DOCTOR/DENTIST EXCUSED)	5-9	View Classes
Wed Dec 10, 2025	EXCUSED ABSENCE (DOCTOR/DENTIST EXCUSED)	1-4	View Classes
Thu Oct 16, 2025	UNEXCUSED ABSENCE	4	ALGEBRA I ADVANCED HON
Fri Sep 5, 2025	CHECK-OUT (DOCTOR/DENTIST EXCUSED)	4	ALGEBRA I ADVANCED HON

YTD Day Totals





Town of Smyrna Sister City Committee
Zama, Japan Student Exchange
Student Application



Please complete using black ink

Date: 10/21/25

Student Name: Kelula Joyce Saint Soir

Gender: Female Student DOB: 06/16/2011

Address: 900 Hill Tree Court

City: Smyrna State: Tennessee Zip Code: 37167

Home phone: N/A Student Email: ksaintsoir001@student.rcschools.net

Student cell phone: 772-722-0897 Grade: 9th School: Central Magnet School

Preferred Method of Contact: Text Email Home Phone Cell Phone

Facebook Name or Social Media Account Names: N/A

Please tell us about everyone living inside your home:

Name each adult family member address home phone cell phone email address
(Please circle preferred contact number for each member of the family)

Father:

Kelul J. Saint Soir 900 Hill Tree Ct, Smyrna N/A 615-744-5617 kelulstsoir@gmail.com

Mother:

Jesula Colin-Saint Soir 900 Hill Tree Ct, Smyrna N/A 786-333-2608 jesulacssoir@gmail.com

Other (i.e.-step-parent, grandparent, etc.):

Kelul N. Saint Soir 900 Hill Tree Ct, Smyrna N/A 772-281-9961 knstsoir@gmail.com

Other (i.e.-step-parent, grandparent, etc.):

Name each child in the family	age	gender	grade	school
<u>Kelula Saint Soir</u>	<u>14</u>	<u>F</u>	<u>9th</u>	<u>Central Magnet School</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

How did you hear about the Sister City Student Exchange Program (i.e. – website, school, social media, former student, etc.)? From a friend who applied as well.

Do you have a passport? Yes If yes, please provide color copy with application.

What are your main interests and favorite subjects in school? My main interests are boissness, volleyball, clubs, and piano. My favorite subjects are English, Spanish, and Piano.

Do you have a job or are you involved with a team sport? If so, will either of these affect your ability to participate in fundraising events, attend group orientations, travel to Zama, or host a student? The program requires 75% participation in all fundraising activities. Yes, I play volleyball for my school. However, I don't think it'll interfere with anything because the season's over.

Please list activities in which your family engages (i.e. recreational, social, cultural, musical, religious) Attending church and volunteering.

What hobbies or activities do you enjoy doing in your spare time? Read, write, watch anime, and try to learn new things.

Do you have any allergies to food, pets, medicines or plants? If so, what? Yes, I'm allergic to dogs and cats (not deathly allergic though)

Do you require any special medication, medical treatment or foods? No

Have you ever traveled outside the United States? If so, where? Yes, to Haiti.

Have you ever been away from your family for any length of time? If so, where did you go and how long were you away? If so, did you experience any problems when you were away from your family? No.

Is transportation available during the day for you and your guest student when they arrive? _____

List pets you have in your home: A dog, specifically a Maltese.

Does anyone smoke inside the home?

Yes

No

Is WIFI available in your home? Yes No

Would guest student share a room? Yes No If so, with whom? _____

The giving of gifts to family is an important part of the Japanese culture. Would providing small gifts for your student and their family be an acceptable practice within your family? Yes

Have any adult members of your household ever been charged or convicted of a felony? Yes No

Have any adult members of your household ever been charged of a crime against another person?
 Yes No If you answered yes on either of the two questions above, please provide a statement of the circumstances on a separate sheet of paper with your application. *All adult members of the household will be required to submit to a background check.*

Complete the following sentences:

I consider myself to be confident, funny, compassionate, and socially aware.

Other people would say I'm funny, outgoing, smart, humble, and caring.

Please attach the following with this application:

1. A handwritten self-introduction. This will be provided to Zama, should you be selected to participate. Include your likes and dislikes, information about your family and yourself.
2. A recent formal or school headshot of yourself, which will be sent to Zama, Japan with your application. Preferably a wallet or 2x3 size print.
3. Two letters of recommendation from non-family members and one letter of recommendation from an affiliate with your school (i.e.-teacher, principal, guidance counselor, etc.).
4. Official attendance record from your current school.

*Deliver, email or mail: Attention: Lisa Winters
Town of Smyrna
315 South Lowry Street
Smyrna, TN 37167
Email: Lisa.Winters@townofsmymrna.org
Phone: 615-459-2553 Ext. 2212

Kelula Saint Joir
Student signature

[Signature]
Parent/Guardian signature

[Signature]
Parent/Guardian signature

10/21/25
Date

10/21/25
Date

10/21/25
Date

Kelula Saint Soir
Smyrna, United States
January 6, 2026

Dear Future Host Family,

My name is Kelula, and I'm 14 years old. I currently attend Central Magnet School in Murfreesboro. I am very excited to participate in this exchange program because I've always wanted to visit Japan. I really like the culture, and, from all the videos I've seen, I find the food to be very unique and interesting. One thing I really want to try is making a bento box because the final product always fascinates me and I'm eager to know how to make it.

I come from a family of four: my dad, my mom, my brother, and me (well, five if you count my Maltese dog, Diva). My mom is an amazing cook, and this year, one of my goals is to learn as much as I can from her. As I'm learning, I hope to make some Japanese dishes as well. I've seen many videos of unique dishes (like omurice - the omelets are the coolest part to me) and would love to learn from you as I help and maybe share a recipe with you!

While on the topic of hobbies and interests, I really like volleyball, reading, writing, and watching all sorts of videos. I also enjoy

learning new things, which is one of the reasons I would like to visit Japan because I want to experience a new culture and be able to speak a new language.

One key trait I have is being adaptable. I think that being able to adapt to new situations is very important. For example, when I first moved from Florida to Tennessee, I had to adapt a lot. I was in a new state, surrounded by new faces and a totally different environment than what I was used to. My first day at school was scary, and, to make matters worse, I started at a new school halfway through the school year! Even though everyone was very friendly, I didn't talk much at first because of how nervous I was. Sooner than later, I started making a bunch of friends (some of which I'm still in contact with even after I moved again - that's a story for another time) and having a lot of fun.

I believe that this exchange will be crucial in my goal of becoming multilingual along with my future academic plan to study abroad in Japan. Even though I'm nervous about being away from home, I'm excited to go abroad.

Thank you for your time, and I look forward to meeting you!

Sincerely,

Kelula Saint Soir
Kelula Saint Soir



Lisa Winters <lisa.winters@townofsmyrna.org>

Kelula Saint Soir__Smyrna Sister City Program Teacher Recommendation

Zaira Kime <kimez@rcschools.net>

Tue, Dec 9, 2025 at 2:35 PM

To: "lisa.winters@townofsmyrna.org" <lisa.winters@townofsmyrna.org>

Ms. Winters,

It is my absolute pleasure to recommend Kelula for the Smyrna Sister City Program. I currently teach her in Spanish 1 Honors at Central Magnet School, and from the very first day, she has stood out as an exceptional student in a class full of extraordinary peers.

Kelula is intelligent, passionate about learning, and deeply committed to excellence. Her enthusiasm for Spanish is remarkable and after just one semester, she is already expressing herself confidently in a language that is completely new to her. This speaks volumes about her work ethic, adaptability, and love for cultural learning.

What truly sets Kelula apart, however, are her personal qualities. She is empathetic, kind, and respectful, creating a positive atmosphere wherever she goes. Her vibrancy and natural leadership make her a joy to teach and an inspiration to her classmates. She elevates every environment she is part of, and I have no doubt she will bring the same energy and openness to your program.

Kelula is one of a kind. She will embrace this opportunity wholeheartedly, make meaningful global friendships, and represent the Smyrna community with grace and enthusiasm. I strongly recommend her for the Smyrna Sister City Program.

Please feel free to contact me at kimez@rcschools.net if you need any additional information.

Sincerely,

Mrs. Kime



Zaira
Kime

SPANISH TEACHER
Sociedad Honoraria Hispánica Sponsor
H.O.L.A (Hispanic Heritage Club) Sponsor
SAY (South Asian Youth Club) Sponsor

