



BAJ NEWS



THE OFFICIAL NEWSLETTER OF THE BURSARS' ASSOCIATION OF JAMAICA



BAJ CELEBRATES 25 YEARS



“25 years of financial stewardship”

The Bursars' Association of Jamaica proudly marks its 25th anniversary—a milestone of dedication, integrity, and service to the nation's education system. For a quarter of a century, our members have been the guardians of accountability and financial transparency in schools across the island. As we celebrate this silver jubilee, we reaffirm our commitment to professional growth, collaboration, and the continued advancement of education in Jamaica. Here's to 25 years of impact, and many more to come!

FROM THE PRESIDENT'S DESK



Mrs. Michelle Sterling - President

As we release this edition of our Association's newsletter—we share not only updates but also the heartbeat of our collective journey. This issue reflects the progress we have made together and the spirit that drives us forward. Since the beginning of this administrative year, our work has been guided by **the four "V" pillars**—

Visibility, Viability, Valuability, and

Volunteerism—each shaping our activities, priorities, and successes.

Visibility

We have increased the Association's presence within our professional and community spaces.

Through active engagement with stakeholders, strategic partnerships, and a stronger communications presence, our profile has grown, and our work is being recognized and respected.

Viability

Sustainability remains our priority. This year, we have implemented measures to strengthen our operational capacity and ensure that our resources—both financial and human—are managed efficiently. These efforts are building a solid foundation for the future of the Association.

Valuability

We have focused on creating tangible benefits for our members through capacity-building, training sessions and social gatherings. Our networking opportunities reminded us of the importance of unity—standing together and supporting one another. Your professional growth and satisfaction remain at the heart of our mission.

Volunteerism

Our success is made possible by the dedication of our members who give their time and skills to the needy. This spirit of service has powered our outreach initiatives and kept our programmes impactful.

The Strength of Our Membership

But, beyond these pillars, the real strength of this Association is YOU—our members. Each of you brings a wealth of expertise, passion, and commitment. Together, we form a community that not only advances our profession but also uplifts the Education sector in which we serve. As you explore this edition, I encourage you to reflect on how far we have come and to be inspired for the journey ahead. Here's to the wins we've achieved and the greater milestones ahead.

OPENING REMARKS

Mrs. Charmian Christie
Public Relations Officer



As we bring this Administrative year 2024-2025 to a close, I must express gratitude to the Bursars' Association for allowing me the opportunity to serve in the capacity of Public Relations Officer for our noble Association. I therefore take pride in reflecting on our moments of accomplishments which made the year a memorable one. From enriching and entertaining moments to loss of loved ones, professional development retreat sessions, sports day activities and our corporate social responsibilities.

I sincerely express thanks to all members of the Association, our President and Executive team who played their part in making this newsletter a success as we commemorate our 25th Anniversary. We take pleasure and pride in our duties and treasure the memories.

BAJ EXECUTIVE RETREAT 2025

In a refreshing break from the usual routine, our team recently packed up laptops and left behind the busyness of our professional lives for a rejuvenating retreat in the lush, scenic parish of Portland, Jamaica. We were hosted at the Seacliff Hotel. Nestled between the majestic Blue Mountains and the turquoise Caribbean Sea, Portland proved to be the perfect backdrop for strategic administrative planning, team bonding, reflection, and a bit of well-deserved fun. More than just a getaway, this retreat strengthened our collective goals, sparked new ideas, and reminded us of the power of stepping away to reconnect with each other and with nature. Portland, we'll be back.





OBITUARY

The Bursars' Association of Jamaica expresses with regret the passing of our dear friend and colleague

Ms. Totlyn Bryan.

Deepest condolences to the Hayes Primary School family and in particular the Accounting Department as we all share the loss of a faithful, dedicated, committed and hardworking steward.

May her soul continue to rest in eternal peace and light perpetually shine upon her.

BAJ LABOUR DAY PROJECT 2025

On Labour Day 2025, members of the Bursars' Association of Jamaica went out in the true spirit of volunteerism to give back to our communities across the island.

We are proud to have contributed to creating a more welcoming and functional space for students and residents alike. A heartfelt thank you to all members who participated and supported the initiative. Your generosity and teamwork continue to reflect the values of our Association—service, unity, and commitment to national development.

Together, we make a difference!



BAJ SPORTS DAY 2025

The Bursars' Association of Jamaica recently hosted a fun-filled Sports Day. We brought together members from across the regions for a day of camaraderie, competition, and wellness. The event featured friendly matches, novelty races, and team challenges that reminded us of the importance of balance, teamwork, and community. Region 2 captured the champion trophy, Region 5 were the tug-of-war victors and Region 1 took home the title for best cheerleading. Here's to more moments of joy and connection in the Bursars' family!

BAJ OUTREACH

As part of our outreach efforts, members of Region 4 paid a heartfelt visit to the Blossom Garden Children's Home, bringing more care to the children who call it home. We did a donation of essential supplies and shared moments of joy that left a lasting impact on both the children and our members. It was a touching reminder of our corporate social responsibility, to be a source of encouragement and hope. We extend sincere thanks to all who contributed to this initiative –your kindness truly made a difference. Together, we continue to live our motto of service beyond the office.



ADMINISTRATIVE PROFESSIONALS' DAY 2025

The Bursars' Association of Jamaica (BAJ) hosted a vibrant and inspiring Administrative Professionals' Day celebration at The Jamaica Pegasus Hotel, honouring the dedicated men and women who keep the wheels of educational institutions turning. Held on April 16, 2025, this event brought together the non-teaching staff from schools across the island. The atmosphere was filled with appreciation as attendees were treated to motivational presentations, entertainment, and tokens of gratitude for members who have served faithfully for 25 years. The event captured the fearless voice of Paula Llewellyn CD. KC., the former DPP, as she emphasized the importance of integrity as we carry out our duties. We highlighted the critical role administrative professionals play in school operations, often serving as the glue between leadership, staff, students, and parents. Truly, their contribution is invaluable. The BAJ remains committed to celebrating and uplifting these professionals, recognizing that strong administrative support is essential to a thriving education system.



BAJ EXECUTIVE MEETING

Held at Perth Town Academy in Region 3, the BAJ Executive Meeting was a rousing success. We met to review current initiatives and outline key priorities for the team. The session brought together executive members from across the island to assess progress and strengthen the association's agenda.

High on the agenda were matters related to professional development, advocacy for improved working conditions, and increased support for school bursars navigating the evolving education landscape.

We know that our role as financial stewards is more critical than ever. We must stay ahead of the curve and support each other as we serve our institutions.

The meeting concluded with a renewed sense of purpose and commitment to excellence in school financial management.



READ ACROSS JAMAICA DAY WITH BAJ



In celebration of Read Across Jamaica Day, members of the Bursars' Association proudly visited schools across the island to read to students and promote a love for literacy.

The smiles, curiosity, and excitement of the students reminded us of the power of simple acts of service. We thank all members who volunteered their time and voices to make a difference in the lives of our future leaders.

Together, we continue to build a culture of learning—one page at a time!



REGION #1

Region 1 started out with our Christmas social, under the theme: REP YOUR PARISH. St Andrew was represented with the color purple and Kingston in yellow. Both Bursars and Assistant Bursars across the region supported the event, while they competed in different activities, ate and enjoyed the afternoon. They also said their goodbyes to Patrick Burnett, Assistant Bursar at St Andrew Technical high school, who went on pre retirement. They also hosted their first training session in March at the Excelsior Community College with representatives from Tax Administration Jamaica and MOE Personnel unit who shared in this session. Finally, their purple colors dominated as they won first place in the cheerleading competition, beating region 5 on their home grounds

REGION #2

The members of the team in Region 2 held their annual church service and their training session which aided in the development of the team.



REGION #3

We hosted the Annual Bursars and Administrative Staff Retreat under the theme **“Strengthening Administrative Excellence: Navigating Change, Cultivating Impact”**. It was a true celebration of teamwork, learning, and professional growth. The sub-theme explored how finance and administrative professionals can add value to education through:

- Retooling to meet the demands of the new era
- Cultivating a culture of accountability in the workplace
- Staying responsive and adaptable amid evolving work dynamics
- Strengthening leadership through emotional intelligence and flexibility

We also had the Bursars and Assistant Bursars Termly Meeting where the Financial Controller, Mrs. Bernalee Reece, was the host. Our WhatsApp groups continue to be active spaces for clearing doubts, sharing updates, and ensuring the timely submission of reports – keeping us compliant and informed. Attendance was strong, and feedback from participants was overwhelmingly positive.

Region 3 continues to lead the way in administrative excellence. Together, we are navigating change, cultivating impact, and setting the standard for others to follow. Let us keep blazing the trail!



REGION #4

The team in Region 4 had a number of events, including Professional Development Training, Church Service and the President's Initiative

**REGION #5**

Region 5 started the administrative year with a social at Top Rock Bar & Grill where they enjoyed sumptuous meals, dance and laughter. Their team welcomed a new member in January 2025. There was also involvement in BAJ Cares, offering continued support for Judean Powell-Jones, Melony Newman, Verona Briscoe, and the Christiana High School family who lost loved ones. Congratulations was extended to Maria Banton-Brooks who obtained a BSc in Business Administration – Accounts Cum Laude. Finally, Training and Development was done – 97% of region 5 members attended both National Training Sessions held on February 27, 2025 and June 12, 2025

**REGION #6**

Members of the team over in Region 6 worshipped together at their church service. They also visited Faith Basic School in Spanish Town and gave tokens to students and read to them on Read Across Jamaica day. They also participated in BAJ Sports Day and was placed 2nd overall.



REGION #7

The “Region of Purpose - Positioned to Serve” Region 7 . The Bursars’ Association of Jamaica caters to the holistic needs of its members. With this approach no event or accomplishment goes unnoticed. The Region 7 arm of the association has ensured that we celebrate with our members, mourn losses and unite to champion causes. Region 7 has enrolled four persons to become members of the association.

Our tenacity was displayed at the sports day held at Kirkvine Sports Club. Region 7 was represented and participated in the day’s activities. The competitive spirit was awakened and was indeed rewarded at the end of the day.

We believe in the words from the author, “Lean on me when you’re not strong” In a comforting way we supported a member who lost her uncle, a school family that lost one of our long standing members and we also celebrated with a member who gave birth. We continue to support our members in whatever way we can. On the professional outlook we have ensured that members feel secure in their jobs by providing technical and legal counsel when there is a need.





BAJ

UPCOMING

EVENTS

2025

**HALF YEARLY
MEETING**

TBA

**OCT
30**

**PENULTIMATE EXECUTIVE
MEETING**

Hopewell High School,
Hanover

**NOV
16**

**CHURCH
SERVICE**

Emmanuel Apostolic Church,
Kingston

**NOV
19-22**

**AGM
25TH ANNIVERSARY GALA
CARIBBEAN BURSARS' CONFERENCE 2025**

National Event