

MATTHEW J. GILLIS

415 Greenlodge Street Dedham, MA 02026 Home (781) 467-1272 Cell (617) 935-5041

EMPLOYMENT EXPERIENCE

Town – Public Schools of Brookline Brookline, MA

DIRECTOR OF OPERATIONS

Feb 2016 to Present

Oversight, training, and development of approximately 90 staff in the areas of custodial, food service, transportation, special projects, school planning & construction, and real property acquisition representing the school as both a landlord and tenant. Served as School Representative on the:

Ridley School, PreK-8 \$110M, 240,000 SF, Open 2018

Brookline High School Projects, \$230 Million, Open 2021, 2022

Driscoll School, Pre-K, \$121M, 147,000 SF Open Sept 2023

Pierce School Feasibility, \$2M, Construction \$209.9M (Pending)

Town of Hull – Public School Department Hull, MA

SCHOOL BUSINESS ADMINISTRATOR

Feb 2013 to Feb 2016

Served as the Department's Chief Financial Officer, Chief Procurement Officer, and Chief Budget Officer, for a school department with approximately 150 employees and a 16.5-million-dollar operating budget that served approximately 1,000 students

Town of Milton - Public School Department Milton, MA www.miltonps.org

ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS

July 2010 to Feb 2013

Same duties as below, title restored to the position

SCHOOL BUSINESS ADMINISTRATOR

October 2009 to June 2010

Served as the School Department's Chief Financial Officer, Chief Procurement Officer, and Chief Budget Officer, for a school department with approximately 540 employees and a \$42 million dollar operating budget that served approximately 4,000 students. The position supervises the following staff: Budget Analyst, Community Schools Director, Food Service Director, Business Office Assistant, Accounts Payable Coordinator, and Payroll Coordinator. Lead and supported various bargaining sessions, including civil service groups.

Town of Carver - Public School Department Carver, MA www.carver.org

CHIEF OPERATIONS & FINANCIAL OFFICER

July 2007 to September 2009

Same duties as position below, but add oversight of School and Town Technology Support Staff. Designated the local MSBA contact for an elementary school feasibility study. Lead procurement of the OPM.

DIRECTOR OF BUSINESS AND FINANCE

August 2005 to June 2007

Served as the School Department's Chief Financial Officer, Chief Procurement Officer, and Chief Budget Officer, for a school department with approximately 300 employees and a \$19.9 million dollar operating budget that serves approximately 2100 students. Supervised and professionally developed the Transportation Director, Mechanic, Food Service Coordinator, Facilities Supervisor, Business Office Assistant, and Payroll

Coordinator, Coordinate all state and federal grants. Serve as town alternate on the Gateway Health Group, a joint purchase group for health insurance benefits. Lead the long-term facilities study and capital plan for the school system. Lead and supported various bargaining sessions.

**Berkshire Hills Regional School District
Stockbridge, MA**

SCHOOL BUSINESS ADMINISTRATOR

December 2001 to July 2005

Served as the Chief Financial Officer, Chief Procurement Officer, Chief Budget Officer, Chief Contract Administrator, and Benefits Coordinator for a school district with approximately 300 employees, 1400 students, and a \$20.1 million dollar operating budget. All years in my tenure, the fiscal year closed under budget. Supervised the district's Food Service Coordinator, Facilities Supervisor, Business Office Supervisor, Payroll Clerk, Accounts Payable Clerk and transportation contractor. Coordinated all state and federal grants. Financial oversight of 160,000 square feet of newly constructed schools to serve approximately 1,000 pupils and a wastewater treatment facility scheduled. Procured and implemented new accounting software. Voting member of the Berkshire Health Group, a joint purchase group for employee health insurance. Lead and supported various bargaining sessions.

**Massachusetts Teachers' Retirement Board
Boston, MA**

EMPLOYER SERVICES COORDINATOR

May 2000 to December 2001

Provided comprehensive training, technical assistance, and audit functions to public school business personnel whose duties include administering teachers' retirement system at the school district level. Wrote printed training materials, created and gave PowerPoint presentations, and submitted material for the agency's website. Provided troubleshooting and quick response assistance to school districts experiencing reporting difficulties, trouble interpreting changes in retirement law, and tax implications, and performing calculations with the estimating tool on the agency's website. Trained new staff on the day-to-day policies and practices regarding the Account Services Unit. Maintained almost all responsibilities of an Account Services Representative. Provided general information on other retirement plans when inquired by members and district business personnel. Member of the agency's Professional Development Committee.

ACCOUNT SERVICE REPRESENTATIVE

May 1998 to May 2000

Provided comprehensive and sophisticated assistance to school districts and local governments regarding deducting and reporting employee contributions. Responsibilities included: administering payroll for seventy school districts, counseling school and town business personnel individually, or in large groups on: MA Retirement Law, MTRB regulations and policies, troubleshooting enrollment and deduction errors, and counseling active members on a variety of pension issues. Member of the agency's Human Resources Advisory Committee.

**Massachusetts Department of Social Services
Boston, MA**

GRADUATE INTERN

Sept. 1997 to May 1998

Assisted the Director of Public Affairs in representing DSS to external and internal audiences. Wrote and distributed press releases, assisted with grant applications, assisted in planning and implementing DSS functions and responded to media inquiries.

Suffolk University
Boston, MA

ASSISTANT DIRECTOR OF RESIDENCE LIFE
August 1996 to May 1998
Assisted the Director in the overall supervision of 400 students residing in the Residence Hall. Hired, trained, and supervised over 30 work-study students. Assisted the Director in the hiring, training and supervising of the Residence Life staff. Allocated funds from the Hall's \$15,000 programming budget. Advised the Hall's elected student representatives' group.

CERTIFICATIONS

MA DEPARTMENT OF EDUCATION
Malden, MA

S.B.A. -Professional Status, School Business Administrator
2006, 2022

MA OFFICE of the INSPECTOR GENERAL
Boston, MA

M.C.P.P.O., MA Certified Public Procurement Official
2005, 2009, 2012, 2016, 2019 (pending renewal)

OPM – Owners Project Manager
2022

MA DEPARTMENT OF EDUCATION
Malden, MA

Initial Status, Superintendent/ Assistant Superintendent
March 2005

ASSN OF SCHOOL BUSINESS OFFICIALS
International Organization

R.S.B.A., Registered School Business Administrator
January 2005

EDUCATION

HARVARD PROGRAM ON NEGOTIATION
Cambridge, MA

Continuing Education, Graduate/Executive Workshops
October 2011, The Power of A Positive No
April 2010, Negotiation and Leadership: Dealing with Difficult People and Problems

WESTFIELD STATE COLLEGE
Westfield, MA

Continuing Education, Graduate Level Courses,
(Fall 2002 – Fall 2006) Education Finance, School Business Administration, School Plant Planning, School Personnel Administration, Laboratory of Program Assessment and Design

SUFFOLK UNIVERSITY
Boston, MA

M.P.A. Concentration in State and Local Government
May 1998, met requirements for concentration in Finance & HR

MARIST COLLEGE
Poughkeepsie, NY

B.A., Communications Public Relations, and Criminal Justice
May 1995; Student Body President of 3,300 undergraduates,
Who's Who Among Students in American Colleges & Universities, Criminal Justice Honor Society as of 1/95

TEXAS TECH UNIVERSITY
Lubbock, Texas

C.R.C., Certified Retirement Counselor, InFRE Program
June 2000

PROFESSIONAL ORGANIZATIONS

MASBO www.masbo.org/	Massachusetts Association of School Business Officials Member since 2001, Board of Directors 2006 – 2009, President 2011-2012, Chair FY10 Bimonthly Meetings Chair Trade Show 2009, Chair - Annual Construction Symposium 2006 and 2007, Co-Chair - Membership Recruitment Committee, served on past Legislative Committees and Annual Conference Planning Committees Member since 2001
ASBO www.asbo.org	Association of School Business Officials, International Member since 2002
MATC	Massachusetts Association of Treasurers & Collectors Member 2002 -2004

COMPUTER SKILLS

Proficient with Blackbaud's Fundware®, , Unifund's Budget Sense®, Microsoft Word®, Excel®, Outlook®, PowerPoint®, and Adobe ® and Familiar with Unipay Gold®, School Books®,

Strong Experience with MUNIS®, Google Products -Doc®, Sheets®, G-Mai®, Calendar®, Zoom®, and Microsoft Teams®