



## Executive Summary Finance Committee Meeting

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DATE: April 23, 2026

TOPIC: Marcia Brennan Associates (MBA) Installation of a Parent Portal Based Attendance System

PREPARED BY: Jordan Stephen

**Recommended for:**

- Action
- Discussion
- Information

**Purpose/Background:**

Over the past several years, the District has continued to take steps to inform parents about the importance of student attendance and to communicate the number of days students have missed throughout the school year. Under our current practice, when a student is absent, parents are asked to notify the school by calling in on the morning of the absence.

As we continue to adapt and improve our processes, the administrative team has implemented additional measures, including follow-up calls for students identified as chronically truant, as well as trimester letters to notify parents of current attendance patterns. In exploring more efficient methods, one solution discussed was the Marcia Brennan Associates (MBA) Attendance Monitor plug-in for PowerSchool. This plug-in not only allows parents to enter absences directly, but also provides automatic notifications to parents and guardians when an absence is recorded.

The Attendance Monitor plug-in also includes an enhanced dashboard for front office staff, making it quicker and easier to review, categorize, and update attendance records. Instead of evaluating students individually, staff can apply adjustments and approve attendance changes for multiple students at once.

Administrators benefit as well, as the plug-in offers detailed attendance insights and customizable dashboards that provide real-time data on absence and tardy trends. These dashboards can also be shared with parents, offering families clear and transparent access to the same information. Additionally, the proposal includes the MBA Report Creator, which can generate a variety of reports, including parent letters that can be automatically created and

emailed at designated intervals. Beyond attendance, the MBA suite can be used to generate a wide range of reports, from simple correspondence to more complex report cards.

District Legal Counsel reviewed the vendor's Terms and Conditions and Privacy Policy and proposed the District's standard amendment to the agreement. This amendment addresses provisions such as governing law, venue, and SOPPA language to ensure compliance with state requirements. The amendment has been agreed upon and accepted by the vendor.

**Fiscal Impact:**

The financial impact of implementing both the Attendance Monitor and Report Creator is \$8,201.80 for the first year, which includes licensing, implementation, and training. Annual recurring costs for this software are estimated at approximately \$2,300 per year, based on student enrollment.

**Recommendation:**

The Finance Committee concurs with the Administration's recommendation to the Board of Education to approve the Marcia Brennan Associates (MBA) quote in the amount of \$8,201.80 for licensing, implementation and training of the Attendance Monitor and Report Creator between July 1, 2026 through June 30, 2027.