



Executive Summary Finance Committee Meeting

DATE: January 22, 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 taken significant steps to inform parents about student attendance and the number of days missed throughout the school year. Under our current practice, when a student is absent, parents are asked to notify the school by calling in the morning of the absence.

As we continue exploring new and more efficient alternatives, one solution that has emerged is the Marcia Brennan Associates (MBA) Attendance Monitor plug-in for PowerSchool. This plug-in not only gives parents the ability to enter absences directly, but it also provides automatic notifications to parents and guardians when an absence is recorded. For our front office staff, the Attendance Monitor plug-in includes an enhanced dashboard, making it quicker and easier to review, categorize, and update attendance records for the buildings. Instead of evaluating students one at a time, staff can apply adjustments and approve attendance changes for dozens of students at once.

Administrators benefit as well. The plug-in offers detailed attendance insights and customizable dashboards that provide real-time data of absence and tardy trends. These dashboards can also be shared with parents, giving families clear and transparent access to the same information.

Finally, this attendance plug-in strengthens District communication with parents. Automated counts and built-in programming can allow the District to create customized thresholds that trigger attendance letters. Using the MBA Report Creator, these letters can be automatically generated and emailed to parents at the District's chosen intervals. Beyond attendance, the MBA Suite can be used to create a wide range of documentation—from simple form letters to complex report cards—reducing the time and effort required to build them internally.

The attached proposal includes all the information our District needs to begin implementing and configuring the Marcia Brennan Associates plug-ins within our PowerSchool environment. It also outlines the steps for custom-tuning both the Attendance Monitor and the Report Creator so they function seamlessly and align with our future needs.

Fiscal Impact:

\$7,555 for the Training and Implementation of both the Attendance Monitor and the Report Creator Plugins.

MBA PowerSchool Plugin Quotes				
		Qty	Rate	Amount
Attendance Monitor Plug In		1211	1.80	2179.80
Training and Implementation		1	1800.00	1800.00
Report Creator Plug In		1211	2.00	2422.00
Training and Implementation		1	1800.00	1800.00
Total Project Costs Year 1				\$8201.80
Annual Recurring Software Licensing Fee				
Attendance Monitor Plug In		1211	.80	986.80
Report Creator Plug In		1211	1.00	1211.00
Total Project Costs				\$2179.80

Recommendation:

The Administrative is seeking guidance and direction from the Finance Committee regarding the integration and upgrades to PowerSchool and the Attendance and reporting features as presented.